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5/3/07

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, May 3, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of March 15, 2007.
Explanatory document: draft minutes.

3. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of April 5, 2007.
Explanatory document: draft minutes.

4. RENEWAL OF LIBRARY PRESERVATION FUND **ACTION**
Discussion and possible action regarding Library Commission's recommendation to the Board of Supervisors to place a City Charter amendment on the November 2007 ballot to renew the Library Preservation Fund for 15 years and to authorize the issuance of debt secured by the Fund.
Note: Library staff anticipates distributing materials regarding this agenda item to the Commission by close of business on Tuesday, May 1, 2007. If so, copies will be available at the Library Commission office and at the following link: http://sfpl.org/librarylocations/libcomm/2007agendas.htm.

5. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will give updates on the following topics: City Controller's scope of review of the Branch Library Improvement Program (BLIP), schedule of budget hearings and highlights on exhibitions and programs.
Explanatory document: BLIP Assessment Memo to City Controller

6. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT **DISCUSSION**
(This item is to allow the CNL to inform the Commission of their current and proposed activities.)

8. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion and public comment) **ACTION**

S BLACKMAN, LIBRARY COMMISSION SECRETARY

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

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Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Sue Blackman, Commission Secretary 03/29/07

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

The San Francisco Public Library Commission held a regular meeting on Thursday, May 15, 2007, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:38 pm.

Commissioners present: Bautista, Coulter, Gomez, Higueras and Munson.
Absent: Commissioner Chin (excused)
Commissioner Kane arrived at 4:41 pm.

President Higueras announced that Item No. 4 (Renewal of Library Preservations Fund) would be heard prior to the approval of the Minutes because of a possible loss of quorum.

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen said there were several issues regarding the previous closed session on March 2. He said that many inflammatory comments were made at his expense.

Peter Warfield said there is a misleading name on this agenda for Item 4 Renewal of Library Preservation Fund. He said this is misleading because if it is not an exact duplication from Prop E in 1994, then it isn't necessarily a renewal of the Library Preservation Fund. He said this is an entirely new measure designed to look like a renewal of the Library Preservation Fund.

Betty Marshall from Visitacion Valley offered a correction to the April 5 minutes under the item for public comment.

AGENDA ITEM NO. 4 RENEWAL OF LIBRARY PRESERVATION FUND

City Librarian Luis Herrera explained that this item is requesting the Commission to adopt a resolution endorsing and recommending to the Board of Supervisors a measure for the November 7 ballot, replacing the Proposition E Library Preservation Fund with a new Library Preservation Fund for a proposed term of fifteen years. He said it will authorize the City to issue debt repaid by the Library Preservation Fund. He said Charter amendments for the November 7, 2007 ballot must be introduced by the Board of Supervisors by May 21.

Luis Herrera further explained that Library staff anticipates that Supervisor Peskin will sponsor the measure and at least six Supervisors must vote in favor to place it on the ballot. He said the proposal also has the support of Mayor Newsom and once the measure is on the ballot it would only require a majority vote to be approved. If approved, it would replace Proposition E. He said that the Branch Library Improvement Program (BLIP) is currently facing a funding shortfall estimated between $44 and $52 million and library staff has been working with the Mayor's Office, the Board of Supervisors, and the Capital Planning Committee to develop a strategy to close the gap. He also said, in addition to funding solutions acted on by the Library Commission, it is recommended that in order to complete all of the neighborhood libraries that a portion of the Library Preservation Fund property tax be used to secure and repay debt financing. Prop E has been instrumental in stabilizing the Library's funding and it has very specific requirements. It requires that funding be no lower than the budget for 92-93 FY. It also requires that the main library and 26 branches be open for a specific number of hours. He stated that Prop E will expire in 2009 if it is not renewed. He explained that it is critical that the Library retain the dedicated funding and at the same time have the flexibility to complete the branch libraries. He described the differences between the original Prop E and the proposed ballot measure as shown in his cover memo to the Commission.

An anonymous citizen said that there are many down sides to this proposal, but the one virtue with this is in place, if the Friends and Foundation don't raise $16 million, this might be the way to get rid of the Friends and Foundation.

Peter Warfield said he is concerned that the amended section was only available to the Commission at this meeting. He requested that that language be read into the record at the meeting today. He said the name of the proposal is very misleading and this is a totally new proposal from Prop E. He said this will fund and shore up the deficit that currently exists for the Branch Library Improvement Program (BLIP) without accountability. He asked that the Library Commission not pass this proposal.

Francesca Gessner, Deputy City Attorney said that copies of the language change that the previous speaker referred to are available to the public at the back of the room.

Sue Cauthen, Library Citizens Advisory Committee (LCAC), speaking for herself, said she was concerned about the rush to move this forward. She said that the BLIP does need to be continued and that is important, but the LCAC needs time to review this. She is concerned that this might be a blank check for the Library.

Nancy Farese. Chair of the Board, Friends of the San Francisco Public Library (Friends), said that after extensive research and due diligence analysis, The Friends maintain that this is the best solution to finishing the projects the Library began in 2000 and recommended support of the charter amendment.

Anne Wintrob, Friends' Director of Communications and Advocacy, speaking on behalf of Executive Director Donna Bero, who is out of town, said the Friends are confident that this is the best possible option and urged the Commission to proceed expediently and decisively. She said the Charter Amendment has received endorsements from members of the Board of Supervisors, State Assembly members Mark Leno and Fiona Ma, as well as State Senators Leland Yee and Carole Migden. She said Donna Bero is in Washington, D.C. and has received enthusiasm from our national representatives as well.

Ben Rosenfield, City Administrator's Office, explained the change in language to the Charter amendment. The new language is a protection that says that the Library Commission recommends a revenue bond amount. He said the Board of Supervisors and Mayor under the Charter are the ones that authorize that issuance. This is a protection that says the Board of Supervisors and Mayor cannot issue an amount greater than the amount recommended by the Library Commission. He also explained that a revenue bond is backed by existing property tax revenue not an increase in property tax which would require a 2/3 vote.

Commissioner Coulter asked the Deputy City Attorney if she was comfortable with the language describing the item on the agenda.

Francesca Gessner, Deputy City Attorney said she was comfortable with the language on the agenda.

Commissioner Coulter asked for further clarification regarding the possible use of these funds in the proposed Charter Amendment.

Luis Herrera, City Librarian, explained that the priorities remain the collections, the service and the hours and they are listed as priorities. This would also allow additional debt to complete the Branch Library Improvement Program (BLIP) but not at the expense of the other priorities. The language in the amendment is to maintain, operate and construct and it would not affect the fundraising responsibility of the Friends.

Commissioner Coulter gave further background on Prop E and the role of the Friends at that time. He said it was amazing that if this is adopted it would now be placed on the ballot by the Board of Supervisors with the

support of the Mayor and that that is a credit to the work done by the Friends and the staff. He said he is looking forward to supporting it.

Luis Herrera also spoke regarding the background on Prop E and said that this is a collaborative effort with many other City Departments. He explained the requirement for public meetings in each of the Supervisorial Districts.

President Higueras said that the Library is fortunate to have an excellent staff, a fabulous partnership with the Friends, enormous support from the community and the users and of course with the Mayor and Supervisors. He said he is very happy to support this Charter Amendment.

Commissioner Bautista said that since many homes under Prop 13 are now being sold this will provide an increase in the property tax.

Commissioner Munson said that he supports the amendment but requested clarification on the set aside.

Ben Rosenfield, City Administrator's Office explained that this will earmark a portion of property tax and would not be an increase in property tax level.

Commissioner Munson spoke further regarding his support of this process and the type of funding.

President Higueras read the Resolution into the record.

Mayor Gavin Newsom spoke regarding his support of the Resolution and said that we are currently undergoing a very ambitious Branch Library Improvement Program which will insure that the neighborhoods are fully engaged and empowered through their presence. He said the General Fund has been supportive in the past, but, of course, there are many other obligations for the General Fund, so this action, if adopted, will provide a strategic way in the form of revenue bonds to support the Library. He said that this is what he supports and believes in and while he understands that some people are opposed to the idea of set asides in general, he doesn't think many people are opposed to the idea of set asides for libraries and that is why this is so complex. He said that this will be taken to the voters in order to add an additional branch library, to look at increasing additional library hours, and to look at the districts as a way to do more outreach. He said this is good public policy and satisfies the wishes of the vast majority of San Franciscans. He said he wants to thank the team that has worked so hard to put this together and is thankful for the Commission's leadership on this.

Motion: by Commissioner Bautista, seconded by Commissioner Munson, to adopt a Resolution urging the Board of Supervisors to submit a ballot measure to renew the Library Preservation Fund for fifteen years and authorize the City to issue debt secured by the Fund in substantially similar form to the proposed language attached hereto.

Action: AYES 6 – 0 (Bautista, Coulter, Higueras, Kane, Gomez and Munson)

Explanatory Documents: Cover Memo, Resolution, Charter Amendment Language

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF MARCH 15, 2007

An anonymous citizen said that his name was used in the minutes on page 3 and requested that that be changed. He also said his comments under public comment relating to digital librarians replacing bricks and mortars' libraries were the vision of a former City Librarian. In addition, he said that his comments on page four were not properly reflected in the minutes.

Peter Warfield agreed that the anonymous citizen's name should not be used in the minutes. He also said his comments on page 5 regarding extended library service hours were more specific and strongly stated than shown in the minutes. He said that more neutral phrasing such as said would more appropriate rather than editorializing.

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of March 15, 2007, as amended to correct the spelling of Commissioner Kane's name on the bottom of page 3; to take out the anonymous speaker's name also on page 3; and to change the description of Peter Warfield's comments on page 5 to use the word,"said" instead of other descriptive words.

Action: AYES 6-0: (Bautista, Coulter, Higueras, Kane, Gomez and Munson)

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF APRIL 5, 2007

Commissioner Gomez left the meeting at 6:24 pm.

An anonymous citizen said under the item for public comment, he did not speak regarding the historical power of the library; but about the power to create aristocracy. He said his comments under Agenda Item #5 are completely a misdirection of his remarks. He said Peter Warfield's statement on the same item was misrepresented and that his point was that the Commission's rationalizations on the point of discussion were preposterous.

Peter Warfield said that his comments on Item #5 were well expressed by the previous speaker. He said he also made a comment about whether he would have to pay the Commission Secretary who had provided him with assistance, if she hadn't already been officially hired. He said that the Deputy City Attorney had said that the procedural error had occurred as an oversight, but since the

anonymous citizen had stood up and gestured he said that he didn't believe it was an oversight.

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of April 5, 2007, as amended under Public Comment to change the remarks by Russel Morine to read: "Russel Morine, resident and small business owner in Visitacion Valley, spoke supporting consideration of the re-use of the supermarket building which was purchased by the city with the intention of demolition and construction of a new Visitacion Valley branch library on the site" and to change the remarks by Peter Warfield under Agenda Item #5 to read: "Peter Warfield characterized the process of the appointment as preposterous."

Action: AYES 6-0: (Bautista, Coulter, Higueras, Kane, and Munson)

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, said that at the March meeting several Commissioners asked that an independent review be done of the Branch Library Improvement Program. Since that meeting he has met with a number of City Departments and has drafted a memo to the City Controller asking for such a review and explained the scope of the review.

Peg Stevenson, Director City Services Audit Division, Controller's Office, explained the role of her Division and said that they have experience in looking at bond spending programs. She explained that the work will start immediately and will have a report around mid-June.

Edgar Lopez, Department of Public Works, spoke regarding escalating construction costs and said they were issuing a Request For Qualifications (RFQ) to consultants who can do cost estimating and scheduling. He said they were also inviting contractors who have bid before to bid on these projects and they are emphasizing the importance and prestige of the projects at the pre-construction meetings.

Luis Herrera explained the schedule for the budget hearings at the Board of Supervisors. He also talked about upcoming events and exhibits.

An anonymous citizen said that he has a copy of the City Librarian's memo dated March 22, 2007, but that he is a little shocked that Peg Stevenson agreed with the memo because her memo 10 days earlier on March 12, said that the audit would delay the program and also discloses that the Friends and Foundation have also initiated their own audit. He asked that the Commission look at what an audit is supposed to include.

Peter Warfield said that the question of the scope of the audit is something the Commission should have more input on. He said that the scope could use some close examination. He said that the branches with the highest earthquake rating were to be done first and 7 years later some of them have not been completed.

Pat Stevenson said there would be a written statement of scope and objectives. She said there is a lot of flexibility on the issues that are reviewed. They will look at things like timing, scale, escalation of construction costs, and delays.

Commissioner Kane said it would be good to look at the financials and past management practices to make sure we move forward in the best possible way.

Pat Stevenson said that the audit will include both financial and performance elements and will be more focused on the performance elements. She said that the scope of work would be the same in an audit or review. She said they are classifying it as a review.

Commissioner Bautista said that the way our bonds have been issued have always been above board and clearly explained.

AGENDA ITEM NO. 6 FRIENDS OF THE LIBRARY REPORT

Anne Wintroub spoke regarding the Library Laureates' Dinner a few weeks ago, the theme was the Summer of Love and it was a wonderful event. She said on July 28 and 29 Friends will be co-hosting with the San Francisco Public Library, the Mayor's Office and Poet Laureate Jack Hirschman, the San Francisco International Poetry Festival and she said she hopes everyone will attend.

An anonymous citizen said that he is concerned about the public comment fund being used to ridicule him in public. He said that the funds being raised for the naming of the Bernal Branch are funds which would be raised anyway.

Peter Warfield said the new Charter Amendment has been prepared with the participation of the Friends and he asked what that role was. He also said the Charter amendment does mention the Friends' fundraising for furniture and equipment so he asked if this means a change in role of the Friends. He said he had not heard any reports on the accounting for the funds raised and said that that might be something useful for the Friends to report.

Commissioner Bautista said that the Friends and Foundation publish their earnings and contributions every year and maybe the Friends could leave their brochure with that information in the back at Commission meetings for the public.

Commissioner Munson said he agrees with Commissioner Bautista and that the Friends have been very helpful and raised a lot of money for the Library and that the Commission is grateful.

AGENDA ITEM NO. 7 COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT

Chet Roaman, representative of the Mission Branch Library to CNL, said he has been a member of CNL for over 7 years and that the CNL began over a decade ago in a community effort to fight against downgrading or closing neighborhood branches. He said they have been very effective and he explained that they are an advisory board to the library. He said they meet monthly and that they have

been involved on community events at the branches. CNL was the first sounding board for the extended hours plan. He said that they have created the BLIP handbook which is a step by step tool delineating the sequence and the complexity of the renovation process for the members of CNL to use as a guide. He said members of CNL also serve on the individual Friends Capital Improvement campaigns. He said that CNL has recently started staff appreciation lunches at the branches immediately before they reopen. They serve the entire staff lunch in the library acknowledging their efforts and cheering them on. He said they have also identified the need for site specific information for each branch and are working on a brochure with separate designs for each branch. He said the brochures will be available when the branches reopen. He invited the Commission members to attend the CNL meetings on the last Thursday of the month at 4:00 pm in the Latino Hispanic room.

Peter Warfield said it was good to hear this report and he requested copies of the handbook be made available to the public.

Commissioner Bautista asked if the specific branch brochures would be available online.

Chet Roaman said once the branch is open the brochures will be available in the individual branch.

President Higueras said the CNL has done really important work in advising the library and they should be commended along with Mr. Roaman for his fine work

AGENDA ITEM NO. 8 LABOR UNION REPORT

Andrea Grimes, Special Collections Librarian and officer of the Library Chapter of Local 1021, said there were new guidelines on limitations on items that can be brought into the library and that this will help to insure the safety and security of patrons and library staff. She also said that the health benefits for temporary workers will go into effect in July. She thanked the Library Administration for supporting this and said it has been a long time coming.

Peter Warfield said that he has supported union objectives in the past and he has supported a good working environment and good conditions including benefits for the staff. He also said it was important that staff also feel and believe that they have those things and for that he thanked the Commission as well.

An anonymous citizen said that if there has been a change to the rules about admitting patrons to the library he was not aware of that change. He said that he does support any measures that will improve security for patrons and staff but he does question whether it is true so he would like more information about the impact that this may cause patrons.

Commissioner Bautista said she was glad that the Commission had passed the health coverage issue.

Luis Herrera, City Librarian, said he wanted to clarify the ongoing discussions on policies impacting public safety and said that these will be brought to the Commission when they are complete and will require Commission action on any actual policy changes.

Jill Bourne, Deputy City Librarian, said that the guidelines that Andrea Grimes referred to were not a change in policy but actually a clarification of how staff implements existing policy.

AGENDA ITEM NO. 9 NEW BUSINESS

There was no new business introduced.

AGENDA ITEM NO. 10 ADJOURNMENT

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, May 3, 2007.

ACTION: AYES: 5-0. (Bautista, Coulter, Higueras, Kane, and Munson)

The regular meeting of May 3, 2007, of the San Francisco Public Library Commission adjourned at 6:57 PM.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

San Francisco Public Library

MEMORANDUM

To: Library Commissioners
From: Luis Herrera, City Librarian
Subject: Renewal of Library Preservation Fund
Date: May 1, 2007

The agenda for the May 3, 2007 Library Commission meeting includes an item regarding the renewal of the Library Preservation Fund ("LPF") which was approved by the voters as Proposition E in June 1994. Under this item, the Commission will consider a resolution endorsing a measure for the November 2007 ballot that will amend the Charter to replace Proposition E with a new LPF. The proposed LPF has a 15-year term. It will also authorize the City to issue debt secured by or repaid from the LPF. Charter amendments sponsored by a Supervisor for the November 2007 ballot must be introduced at the Board of Supervisors by May 21, 2007. We anticipate that Supervisor Aaron Peskin will sponsor this measure. At least six supervisors must then vote to place the measure on the November ballot. The proposal also has the support of Mayor Newsom. Once on the ballot, the measure would require approval by a simple majority of the voters. If approved, the measure would replace Proposition E.

BACKGROUND

As the Commission is aware, the Branch Library Improvement Program ("BLIP") is currently facing a funding shortfall estimated to be between $44 to $52 million. The Library staff, in consultation with the Mayor's Office, the Board of Supervisors, and the Capital Planning Committee, has developed a strategy for closing this gap and completing all of the neighborhood libraries. Specifically, the group recommends using a portion of the LPF property tax revenue to secure and repay debt financing. This financing option is the best available and would give the Library the ability to move forward with the BLIP program as designed, in a timely, proactive and responsible manner.

Proposition E expires in fiscal year 2009-2010 if not renewed by the voters. As you know, Proposition E has played an instrumental role in stabilizing the Library's funding and enabling the Library to significantly increase its services and collections. It is critical that we retain the dedicated funding provided by Proposition E in order to maintain and enhance Library services throughout the system. At the same time, the Library needs the flexibility to use some of the monies generated by the growth in property tax revenues to complete the five neighborhood branch libraries in Bayview, Golden Gate Valley, Merced, North Beach and Ortega.

Accordingly, we are recommending that the Board of Supervisors submit to the voters a ballot measure that will renew the LPF before it expires and authorize us to complete BLIP projects. A comparison of the existing Proposition E and the proposed measure for the November 2007 ballot is highlighted below.

COMPARISON OF PROPOSITION E AND PROPOSED BALLOT MEASURE

1. Term: SAME – 15 years
2. Annual Property Tax Set-Aside and Annual City Appropriation: SAME
3. Spending Priorities: Hours, services, and collections remain top priority
   a. Minimum Branches: Increase
      - Proposition E: Main + 26 branches
      - Nov. 2007 Measure: Main + 27 branches

   b. Minimum Hours: Increase
      - Proposition E: 1028 per week
      - Nov. 2007 Measure: 1211 per week

4. Public Input To Modify System Hours:
   - Proposition E: Hearings at each branch library every 5 years
   - Nov. 2007 Measure: Hearings in each supervisorial district every 5 years or more often

5. Use of Fund: Clarified
   - Proposition E: Restricted use of funds to the provision of "library services and materials and to operate library facilities."
   - Nov. 2007 Measure: Clarifies that LPF funds may be used for any lawful purpose of the Library Department, including to "provide library services and to construct, maintain and operate library facilities."

6. Authority to Use Annual Property Tax Set-Aside To Secure or Repay Library Debt: NEW
   - Proposition E: n/a
   - Nov. 2007 Measure: Authorizes the City to issue debt to be secured by and/or repaid from the annual property tax set aside portion of the LPF for "acquisition, construction, reconstruction, rehabilitation and/or improvement of real property and/or facilities that will be operated by the Library for Library purposes" and related equipment.

7. Proposition E Balance:
   - Nov. 2007 Measure: Permits use consistent with the new measure of any balance remaining in the LPF at the time of the election.

RECOMMENDED ACTION

My office has been working with the City Attorney to draft language for the proposed charter amendment. We have attached that language for your review and possible approval at the May 3 Commission meeting. The action requested is a resolution urging the Board of Supervisors to submit to the voters a measure on the November 2007 ballot in substantially the same form as the attached language. After introduction at the Board of Supervisors, there would be a lengthy public process, including committee hearing, before the ballot measure could be submitted to the voters.

Library staff strongly supports the attached proposed ballot measure. It would allow the Library to both maintain and enhance the current level of service while securing the funding necessary to complete the BLIP program.

Please feel free to call me with any questions.

RESOLUTION NO. 1-2007

[Resolution urging Board of Supervisors to submit a ballot measure to renew the Library Preservation Fund for fifteen years and authorize the City to issue debt secured by the Fund]

Resolution urging the Board of Supervisors to submit to the voters a Charter amendment at the November 7, 2007 election to renew the Library Preservation Fund for fifteen years and to authorize the City of San Francisco to issue debt for Library purposes secured by and/or repaid from the Fund.

WHEREAS, On June 7, 1994, the voters of the City and County of San Francisco passed Proposition E, creating the Library Preservation Fund which established a dedicated fund to be used exclusively by the Library Department solely to provide library services and materials and to operate library facilities in accordance with Section 16.109 of the Charter; and,

WHEREAS, Proposition E required that the City maintain funding for the Library Department at a level no lower than that for the 1992-93 fiscal year and required the City to keep open a main and 26 branch libraries for a specified minimum number of hours each week; and,

WHEREAS, As a result of the monies generated by Proposition E, the San Francisco Public Library has been able to expand its hours, collections and program efforts improving services to all San Francisco communities; and,

WHEREAS, The monies generated by Proposition E have been instrumental to the expansion of permanent service hours from a level of 801 hours per week in FY 1992-93 to 1211 hours per week in FY 2007-08 (an increase of 34%), with every branch library open on Saturday, branch evening hours staggered to provide system-wide open hours four nights per week, and the addition of Sunday operating hours at ten locations; and,

WHEREAS, Proposition E funds have been essential to enabling the Library to increase the book and materials budget by 400%, provide librarians in every facility, add teen services and early literacy programs, and expand access to free public technology at every Library location, including wireless access and public instruction; and,

WHEREAS, Pursuant to the Branch Library Improvement Program (BLIP), approved by the voters of the City and County of San Francisco in 2000, the San Francisco Public Library is engaged in the largest building campaign in its history which calls for 17 branches to be renovated, four leased facilities to be replaced with new City-owned buildings, two branches to be replaced with new buildings, and a new branch library in Mission Bay; and,

WHEREAS; Proposition E is set to expire in fiscal year 2009-2010; and,

WHEREAS, The annual property tax revenue set-aside set forth by Proposition E is essential to the Library Department's ability to maintain its current levels of hours, services and materials, and to ensure completion of the extensive construction and renovation projects undertaken as part of the BLIP; and,

WHEREAS, The Library Department has drafted a proposed ballot measure that is attached hereto; now, therefore, be it

RESOLVED, That the Library Commission urges the Board of Supervisors to submit to the voters on the November 7, 2007 ballot a Charter amendment to renew the Library Preservation Fund for fifteen years and to authorize the City of San Francisco to issue debt for Library purposes secured by and/or repaid from the Fund; and, be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to submit to the voters a ballot measure in substantially similar form to the proposed language attached hereto.

LIBRARY PRESERVATION FUND
PROPOSED CHARTER AMENDMENT
(November 2007 Ballot)

(a) Establishment of Fund. There is hereby established the Library Preservation Fund to be administered by the Library Department as directed by the Library Commission. Monies therein shall be expended or used solely by the Library Department, subject to the budgetary and fiscal provisions of the Charter, to provide library services and to construct, maintain and operate library facilities.

(b) Annual Set-Aside. The City will continue to set aside from the annual tax levy, for a period of fifteen years starting with the fiscal year 2008-2009 an amount equivalent to an annual tax of two and one-half cents ($0.025) for each one hundred dollars ($100) assessed valuation ("Annual Set-Aside").

The Controller shall set aside and maintain such an amount, together with any interest earned thereon, in the Fund, and any amount set aside in the Fund that is unspent or uncommitted at the end of the fiscal year shall be carried forward to the next fiscal year and, subject to the budgetary and fiscal limitations of this Charter, shall be appropriated then or thereafter for the purposes specified in this Section.

Revenues obtained from the Annual Set-Aside shall be in addition to, and not in place of, any General Fund monies appropriated to the Library pursuant to subsection (c) and, together with interest, shall be deposited into the Library Preservation Fund. Monies appropriated to the Library pursuant to subsection (c) may be deposited in the Library Preservation Fund, but shall be maintained separate and apart from revenue obtained from the Annual Set-Aside.

(c) Annual City Appropriation - Maintenance of Effort. The Annual Set-Aside shall be used exclusively to increase the aggregate City appropriations and expenditures for services, materials, facilities and equipment that will be operated by the Library for Library purposes. To this end, the City shall not reduce the amount of City appropriations for the Library Department (not including appropriations from the Library Preservation Fund) in any of the fifteen years during which funds are required to be set aside under this Charter provision below the amount so appropriated, including all supplemental appropriations, for the fiscal year 1992-1993, adjusted as provided below.

The base amount shall be adjusted for each fiscal year based on calculations consistent from year-to-year, by the percentage increase or decrease in aggregate City appropriations for all purposes from the base year as estimated by the Controller. Errors in the Controller's estimate of appropriations for a fiscal year shall be corrected by adjustment in the next year's estimate. For purposes of this subsection, (i) aggregate City appropriations shall not include funds granted to the City by private agencies or appropriated by other public agencies and received by the City, and (ii) Library Department appropriations shall not include funds appropriated to the Library Department to pay for services of other City departments or agencies, except for departments or agencies for whose specific services the Library Department was appropriated funds in fiscal year 1993-1994. Within 90 days following the end of each fiscal year through fiscal year 2023-2024, the Controller shall calculate and publish the actual amount of City appropriations for the Library Department.

All eligible Library expenditures for a fiscal year shall be deducted first from the annual City appropriation as calculated above before eligible expenditures are deducted from the

annual set-aside appropriation or from the carried forward balance of the Library Preservation Fund. Adjustments in the Controller's estimate of annual City appropriations for a fiscal year shall be corrected by credits or adjustment to be carried forward and added to the annual City appropriation for next fiscal year and, subject to the budgetary and fiscal limitations of this Charter, shall be appropriated then or thereafter for the purposes specified in this Section.

(d) Debt Authority. Notwithstanding the limitations set forth in Sections 9.107, 9.108, and 9.109 of this Charter, the Library Commission may request, and upon recommendation of the Mayor the Board of Supervisors may authorize, the issuance of revenue bonds or other evidences of indebtedness or the incurrence of lease financing or other obligations (the "Debt Obligations"), the proceeds of which are to be used for the acquisition, construction, reconstruction, rehabilitation and/or improvement of real property and/or facilities that will be operated by the Library for Library purposes and for the purchase of equipment relating to such real property and/or facilities. Such Debt Obligations shall be secured by and/or repaid from any available funds pledged or appropriated by the Board of Supervisors for such purpose, which amount may include funds in the Library Preservation Fund allocated under subsection (e)(3) below.

(e) Spending Priorities. The Annual Set-Aside and monies carried over from prior fiscal years in the Library Preservation Fund shall be expended in accordance with the following priorities:

1. Such allocations as are necessary for the Library Department to operate the Main Library, which includes a library for the blind, no fewer than 27 neighborhood branch libraries, and an auxiliary technical services facility, with 1211 permanent service hours per week system wide and the permanent service hours at each neighborhood branch library as set by the Library Commission as of November 6, 2007, which may be modified only as provided by subsection (f).

2. Such allocations as are necessary to provide for library services and collections in all formats in order to meet the current and changing needs of San Francisco communities, as the Library Commission in its sole discretion shall approve.

3. Notwithstanding the priorities set forth in this subsection, the Annual Set-Aside shall be used each fiscal year to pay debt service relating to Debt Obligations issued or incurred by the City under subsection (d) above, but only to the extent that such annual debt service would be payable under a financing with the term and principal amount reflected in a Library Commission request for bond issuance under subsection (d) above. Amounts on deposit in the Annual Set-Aside in excess of such annual debt service shall be used according to the other priorities of this subsection.

4. To the extent there are unexpended funds remaining in the Library Preservation Fund after the requirements of paragraphs 1 through 3 have been satisfied, such funds may be used for any lawful purpose of the Library Department.

(f) Library Service Hours. Except as provided below in paragraphs 3 and 4, the Library Commission shall maintain at least 1211 permanent service hours per week system wide and the permanent hours at any neighborhood branch Library until July 1, 2013. As of that date, the Library Commission may modify permanent service hours per week system wide and at specific neighborhood branch libraries for succeeding five-year intervals, or

at shorter intervals as the Commission may adopt, and in accordance with the following procedures:

1. No later than March 1, 2013, and for each service hour interval thereafter, the Library Commission shall establish a community input process, which may include an informal survey of library users and meetings with the Library Citizens Advisory Committee, Council of Neighborhood Libraries and neighborhood groups, through which citizens of the City and County of San Francisco may provide assistance to the Library Commission as it develops criteria to set system wide and branch service hours for the upcoming interval. Prior to setting service hours for the next interval, the Library Department shall conduct at least one hearing in each supervisorial district to receive and consider the public's comments about existing and potential Library service hours. The Library Commission shall ensure that at least six of these hearings, distributed geographically throughout the City, are held in the evenings or on weekends for the public's convenience.

2. Following the hearings in Paragraph 1, and based on the public input, a comprehensive assessment of needs, and the anticipated adequacy of library resources, the Library Commission may, as of July 1, 2013, modify the system wide and individual neighborhood branch service hours for the next five-year interval or such shorter interval as the Library Commission may adopt. The Library Commission shall repeat this public process and set service hours at least once every five years for the duration of the Library Preservation Fund.

3. The service hours requirement set in subsection (e)(1) and any modifications thereto made pursuant to this subsection shall be temporarily reduced by the normal operating hours for any neighborhood branch temporarily closed for construction, renovation or maintenance purposes. In such cases, the Library Department shall add temporary services elsewhere by adding temporary hours at nearby branches, providing bookmobile services, securing programming partners in the affected neighborhoods, or similar means.

4. If library services at any branch or system wide are interrupted due to fire, earthquake or other emergency, the Library Department shall be relieved of these service hour requirements, provided that the Library Department shall provide service hours consistent with such exigent circumstances.

(g) Unspent Funds. All unspent funds in the Library Preservation Fund on November 6, 2007 shall continue to be held for the use and benefit of the Library Department. These monies shall be expended to construct, maintain and operate library facilities as provided herein.

DOCUMENTS DEPT.

JUN 11 2007

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of May 3, 2007

(As amended and approved at the regular meeting of Thursday, June 7, 2007).

The San Francisco Public Library Commission held a regular meeting on Thursday, May 3, 2007, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:38 pm.

Commissioners present: Bautista, Coulter, Gomez, Higueras and Munson.
Absent: Commissioner Chin (excused)
Commissioner Kane arrived at 4:41 pm.

President Higueras announced that Item No. 4 (Renewal of Library Preservations Fund) would be heard prior to the approval of the Minutes because of a possible loss of quorum.

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen said there were several issues regarding the previous closed session on March 2. He said that many inflammatory comments were made at his expense.

Peter Warfield said there is a misleading name on this agenda for Item 4 Renewal of Library Preservation Fund. He said this is misleading because if it is not an exact duplication from Prop E in 1994, then it isn't necessarily a renewal of the Library Preservation Fund. He said this is an entirely new measure designed to look like a renewal of the Library Preservation Fund.

Betty Parcel from Visitacion Valley offered a correction to the April 5 minutes under the item for public comment to change the remarks by Russel Morine to read: "Russel Morine, resident and small business owner in Visitacion Valley, spoke supporting consideration of the re-use of the supermarket building which was purchased by the city with the intention of demolition and construction of a new Visitacion Valley branch library on the site".

AGENDA ITEM NO. 4 RENEWAL OF LIBRARY PRESERVATION FUND

City Librarian Luis Herrera explained that this item is requesting the Commission to adopt a resolution endorsing and recommending to the Board of Supervisors a measure for the November 7 ballot, replacing the Proposition E Library Preservation Fund with a new Library Preservation Fund for a proposed term of fifteen years. He said it will authorize the City to issue debt repaid by the Library Preservation Fund. He said Charter amendments for the November 7, 2007 ballot must be introduced by the Board of Supervisors by May 21.

Luis Herrera further explained that Library staff anticipates that Supervisor Peskin will sponsor the measure and at least six Supervisors must vote in favor to place it on the ballot. He said the proposal also has the support of Mayor Newsom and once the measure is on the ballot it would only require a majority vote to be approved. If approved, it would replace Proposition E. He said that the Branch Library Improvement Program (BLIP) is currently facing a funding shortfall estimated between $44 and $52 million and library staff has been working with the Mayor's Office, the Board of Supervisors, and the Capital Planning Committee to develop a strategy to close the gap. He also said, in addition to funding solutions acted on by the Library Commission, it is recommended that in order to complete all of the neighborhood libraries that a portion of the Library Preservation Fund property tax be used to secure and repay debt financing. Prop E has been instrumental in stabilizing the Library's funding and it has very specific requirements. It requires that funding be no lower than the budget for 92-93 FY. It also requires that the main library and 26 branches be open for a specific number of hours. He stated that Prop E will expire in 2009 if it is not renewed. He explained that it is critical that the Library retain the dedicated funding and at the same time have the flexibility to complete the branch libraries. He described the differences between the original Prop E and the proposed ballot measure as shown in his cover memo to the Commission.

An anonymous citizen said that there are many down sides to this proposal, but the one virtue with this is in place, if the Friends and Foundation don't raise $16 million, this might be the way to get rid of the Friends and Foundation.

Peter Warfield said he is concerned that the amended section was only available to the Commission at this meeting. He requested that that language be read into the record at the meeting today. He said the name of the proposal is very misleading and this is a totally new proposal from Prop E. He said this will fund and shore up the deficit that currently exists for the Branch Library Improvement Program (BLIP) without

accountability. He asked that the Library Commission not pass this proposal.

Francesca Gessner, Deputy City Attorney said that copies of the language change that the previous speaker referred to are available to the public at the back of the room.

Sue Cauthen, Library Citizens Advisory Committee (LCAC), speaking for herself, said she was concerned about the rush to move this forward. She said that the BLIP does need to be continued and that is important, but the LCAC needs time to review this. She is concerned that this might be a blank check for the Library.

Nancy Farese. Chair of the Board, Friends of the San Francisco Public Library (Friends), said that after extensive research and due diligence analysis, The Friends maintain that this is the best solution to finishing the projects the Library began in 2000 and recommended support of the charter amendment.

Anne Wintrob, Friends' Director of Communications and Advocacy, speaking on behalf of Executive Director Donna Bero, who is out of town, said the Friends are confident that this is the best possible option and urged the Commission to proceed expediently and decisively. She said the Charter Amendment has received endorsements from members of the Board of Supervisors, State Assembly members Mark Leno and Fiona Ma, as well as State Senators Leland Yee and Carole Migden. She said Donna Bero is in Washington, D.C. and has received enthusiasm from our national representatives as well.

Ben Rosenfield, City Administrator's Office, explained the change in language to the Charter amendment. The new language is a protection that says that the Library Commission recommends a revenue bond amount. He said the Board of Supervisors and Mayor under the Charter are the ones that authorize that issuance. This is a protection that says the Board of Supervisors and Mayor cannot issue an amount greater than the amount recommended by the Library Commission. He also explained that a revenue bond is backed by existing property tax revenue not an increase in property tax which would require a 2/3 vote.

Commissioner Coulter asked the Deputy City Attorney if she was comfortable with the language describing the item on the agenda.

Francesca Gessner, Deputy City Attorney said she was comfortable with the language on the agenda.

Commissioner Coulter asked for further clarification regarding the possible use of these funds in the proposed Charter Amendment.

Luis Herrera, City Librarian, explained that the priorities remain the collections, the service and the hours and they are listed as priorities. This would also allow additional debt to complete the Branch Library Improvement Program (BLIP) but not at the expense of the other priorities. The language in the amendment is to maintain, operate and construct and it would not affect the fundraising responsibility of the Friends.

Commissioner Coulter gave further background on Prop E and the role of the Friends at that time. He said it was amazing that if this is adopted it would now be placed on the ballot by the Board of Supervisors with the support of the Mayor and that that is a credit to the work done by the Friends and the staff. He said he is looking forward to supporting it.

Luis Herrera also spoke regarding the background on Prop E and said that this is a collaborative effort with many other City Departments. He explained the requirement for public meetings in each of the Supervisorial Districts.

President Higueras said that the Library is fortunate to have an excellent staff, a fabulous partnership with the Friends, enormous support from the community and the users and of course with the Mayor and Supervisors. He said he is very happy to support this Charter Amendment.

Commissioner Bautista said that since many homes under Prop 13 are now being sold this will provide an increase in the property tax.

Commissioner Munson said that he supports the amendment but requested clarification on the set aside.

Ben Rosenfield, City Administrator's Office explained that this will earmark a portion of property tax and would not be an increase in property tax level.

Commissioner Munson spoke further regarding his support of this process and the type of funding.

President Higueras read the Resolution into the record.

Mayor Gavin Newsom spoke regarding his support of the Resolution and said that we are currently undergoing a very ambitious Branch Library Improvement Program which will insure that the neighborhoods are fully engaged and empowered through their presence. He said the General Fund has been supportive in the past, but, of course, there are many other obligations for the General Fund, so this action, if adopted, will provide a strategic way in the form of revenue bonds to support the Library. He said that this is what he supports and believes in and while he understands that some people are opposed to the idea of set asides in general, he doesn't think many people are opposed to the idea of set asides for libraries and that is why this is so complex. He said that this will be taken to the voters in order to add an additional branch library, to look at increasing additional library hours, and to look at the districts as a way to do more outreach. He said this is good public policy and satisfies the wishes of the vast majority of San Franciscans. He said he wants to thank the team that has worked so hard to put this together and is thankful for the Commission's leadership on this.

Motion: by Commissioner Bautista, seconded by Commissioner Munson, to adopt a Resolution urging the Board of Supervisors to submit a ballot measure to renew the Library Preservation Fund for fifteen years and authorize the City to issue debt secured by the Fund in substantially similar form to the proposed language attached hereto.

Action: AYES 6 – 0 (Bautista, Coulter, Higueras, Kane, Gomez and Munson)

Explanatory Documents: Cover Memo, Resolution, Charter Amendment Language

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF MARCH 15, 2007

An anonymous citizen said that his name was used in the minutes on page 3 and requested that that be changed. He also said his

comments under public comment relating to digital librarians replacing bricks and mortars' libraries were the vision of a former City Librarian. In addition, he said that his comments on page four were not properly reflected in the minutes.

Peter Warfield agreed that the anonymous citizen's name should not be used in the minutes. He also said his comments on page 5 regarding extended library service hours were more specific and strongly stated than shown in the minutes. He said that more neutral phrasing such as said would more appropriate rather than editorializing.

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of March 15, 2007, as amended to correct the spelling of Commissioner Kane's name on the bottom of page 3; to take out the anonymous speaker's name also on page 3; and to change the description of Peter Warfield's comments on page 5 to use the word,"said" instead of other descriptive words.

Action: AYES 6-0: (Bautista, Coulter, Higueras, Kane, Gomez and Munson)

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF APRIL 5, 2007

Commissioner Gomez left the meeting at 6:24 pm.

An anonymous citizen said under the item for public comment, he did not speak regarding the historical power of the library; but about the power to create aristocracy. He said his comments under Agenda Item #5 are completely a misdirection of his remarks. He said Peter Warfield's statement on the same item was misrepresented and that his point was that the Commission's rationalizations on the point of discussion were preposterous.

Peter Warfield said that his comments on Item #5 were well expressed by the previous speaker. He said he also made a comment about whether he would have to pay the Commission Secretary who had provided him with assistance, if she hadn't already been officially hired. He said that the Deputy City Attorney had said that the procedural error had occurred as an oversight, but since the anonymous citizen had stood up and gestured he said that he didn't believe it was an oversight.

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of April 5, 2007, as amended under Public Comment to change the remarks by Russel Morine to read: "Russel Morine, resident and small business owner in Visitacion Valley, spoke supporting consideration of the re-use of the supermarket building which was purchased by the city with

the intention of demolition and construction of a new Visitacion Valley branch library on the site" and to change the remarks by Peter Warfield under Agenda Item #5 to read: "Peter Warfield characterized the process of the appointment as preposterous."

Action: AYES 6-0: (Bautista, Coulter, Higueras, Kane, and Munson)

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, said that at the March meeting several Commissioners asked that an independent review be done of the Branch Library Improvement Program. Since that meeting he has met with a number of City Departments and has drafted a memo to the City Controller asking for such a review and explained the scope of the review.

Peg Stevenson, Director City Services Audit Division, Controller's Office, explained the role of her Division and said that they have experience in looking at bond spending programs. She explained that the work will start immediately and will have a report around mid-June.

Edgar Lopez, Department of Public Works, spoke regarding escalating construction costs and said they were issuing a Request For Qualifications (RFQ) to consultants who can do cost estimating and scheduling. He said they were also inviting contractors who have bid before to bid on these projects and they are emphasizing the importance and prestige of the projects at the pre-construction meetings.

Luis Herrera explained the schedule for the budget hearings at the Board of Supervisors. He also talked about upcoming events and exhibits.

An anonymous citizen said that he has a copy of the City Librarian's memo dated March 22, 2007, but that he is a little shocked that Peg Stevenson agreed with the memo because her memo 10 days earlier on March 12, said that the audit would delay the program and also discloses that the Friends and Foundation have also initiated their own audit. He asked that the Commission look at what an audit is supposed to include.

Peter Warfield said that the question of the scope of the audit is something the Commission should have more input on. He said that the scope could use some close examination. He said that the branches with the highest earthquake rating were to be done first and 7 years later some of them have not been completed.

Pat Stevenson said there would be a written statement of scope and objectives.
She said there is a lot of flexibility on the issues that are reviewed. They will look at things like timing, scale, escalation of construction costs, and delays.

Commissioner Kane said it would be good to look at the financials and past management practices to make sure we move forward in the best possible way.

Pat Stevenson said that the audit will include both financial and performance elements and will be more focused on the performance elements. She said that the scope of work would be the same in an audit or review. She said they are classifying it as a review.

Commissioner Bautista said that the way our bonds have been issued have always been above board and clearly explained.

AGENDA ITEM NO. 6 FRIENDS OF THE LIBRARY REPORT

Anne Wintroub spoke regarding the Library Laureates' Dinner a few weeks ago, the theme was the Summer of Love and it was a wonderful event. She said on July 28 and 29 Friends will be co-hosting with the San Francisco Public Library, the Mayor's Office and Poet Laureate Jack Hirschman, the San Francisco International Poetry Festival and she said she hopes everyone will attend.

An anonymous citizen said that he is concerned about the public comment fund being used to ridicule him in public. He said that the funds being raised for the naming of the Bernal Branch are funds which would be raised anyway.

Peter Warfield said the new Charter Amendment has been prepared with the participation of the Friends and he asked what that role was. He also said the Charter amendment does mention the Friends' fundraising for furniture and equipment so he asked if this means a change in role of the Friends. He said he had not heard any reports on the accounting for the funds raised and said that that might be something useful for the Friends to report.

Commissioner Bautista said that the Friends and Foundation publish their earnings and contributions every year and maybe the Friends could leave their brochure with that information in the back at Commission meetings for the public.

Commissioner Munson said he agrees with Commissioner Bautista and that the Friends have been very helpful and raised a lot of money for the Library and that the Commission is grateful.

AGENDA ITEM NO. 7 COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT

Chet Roaman, representative of the Mission Branch Library to CNL, said he has been a member of CNL for over 7 years and that the CNL began over a decade ago in a community effort to fight against downgrading or closing neighborhood branches. He said they have been very effective and he explained that they are an advisory board to the library. He said they meet monthly and that they have been involved on community events at the branches. CNL was the first sounding board for the extended hours plan. He said that they have created the BLIP handbook which is a step by step tool delineating the sequence and the complexity of the renovation process for the members of CNL to use as a guide. He said members of CNL also serve on the individual Friends Capital Improvement campaigns. He said that CNL has recently started staff appreciation lunches at the branches immediately before they reopen. They serve the entire staff lunch in the library acknowledging their efforts and cheering them on. He said they have also identified the need for site specific information for each branch and are working on a brochure with separate designs for each branch. He said the brochures will be available when the branches reopen. He invited the Commission members to attend the CNL meetings on the last Thursday of the month at 4:00 pm in the Latino Hispanic room.

Peter Warfield said it was good to hear this report and he requested copies of the handbook be made available to the public.

Commissioner Bautista asked if the specific branch brochures would be available online.

Chet Roaman said once the branch is open the brochures will be available in the individual branch.

President Higueras said the CNL has done really important work in advising the library and they should be commended along with Mr. Roaman for his fine work

AGENDA ITEM NO. 8 LABOR UNION REPORT

Andrea Grimes, Special Collections Librarian and officer of the Library Chapter of Local 1021, said there were new guidelines on limitations on items that can be brought into the library and that this will help to insure the safety and security of patrons and library staff. She also said that the health benefits for temporary workers will go into effect in July. She thanked the Library Administration for supporting this and said it has been a long time coming.

Peter Warfield said that he has supported union objectives in the past and he has supported a good working environment and good conditions including benefits for the staff. He also said it was important that staff also feel and believe that they have those things and for that he thanked the Commission as well.

An anonymous citizen said that if there has been a change to the rules about admitting patrons to the library he was not aware of that change. He said that he does support any measures that will improve security for patrons and staff but he does question whether it is true so he would like more information about the impact that this may cause patrons.

Commissioner Bautista said she was glad that the Commission had passed the health coverage issue.

Luis Herrera, City Librarian, said he wanted to clarify the ongoing discussions on policies impacting public safety and said that these will be brought to the Commission when they are complete and will require Commission action on any actual policy changes.

Jill Bourne, Deputy City Librarian, said that the guidelines that Andrea Grimes referred to were not a change in policy but actually a clarification of how staff implements existing policy.

AGENDA ITEM NO. 9 NEW BUSINESS

There was no new business introduced.

AGENDA ITEM NO. 10 ADJOURNMENT

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, May 3, 2007.

ACTION: AYES: 5-0. (Bautista, Coulter, Higueras, Kane, and Munson)

The regular meeting of May 3, 2007, of the San Francisco Public Library Commission adjourned at 6:57 PM.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

2:00 p.m. nsf
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Gavin Newsom
Mayor

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President

Steven A. Coulter
Vice President

Helen Marte Bautista
Connie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, May 17, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

3. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 5/11/07

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DRAFT minutes for the regular meeting of Thursday, May 17, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, May 17, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:34 pm

Commissioners present: Bautista, Coulter, Gomez, and Munson. President Higueras arrived at 4:43 pm.

Commissioners excused: Chin and Kane.

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen compared the Library Preservation Fund to the issues involving weapons of mass destruction and the War in Iraq. He said there were 2 issues that the Commission needed to be concerned with. First, how many times do you want to go to the public and suspend their better judgment just because it is the Library? Second he said there are times when you need to know your issues and what historical context they come from.

AGENDA ITEM NO. 2 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly report and said that the budget report included the most recent budget changes made by the Commission on March 1 and lists every budget change to the bond program that the Commission has made since its inception. She explained the current Schedule Report and said that it shows the schedule that was approved by the Commission on March 1 and lists every schedule change to the bond program since its inception. She said fully funded projects will be complete by the year 2010. She explained the Active Projects Report including information on new construction and renovations; the Construction Report; and she showed photographs of some of the projects in construction. She also gave the Community Outreach report highlighting a community meeting at the Portola Branch on 5/22/07 and the opening of the Marina Branch library on August 4. She showed photographs from the Richmond branch closing on March 18 and the re-opening of the Sunset Branch Library on March 31.

An anonymous citizen said he wondered what the Commission might think if they weren't representing the Library and saw this report from the view outside of the Library. He also said this might be the record for the shortest Commission meeting on record.

Peter Warfield said he wondered why it was not mentioned that there is a $44-52 million shortfall in the bond and there was no explanation of any unfinished work or over budget projects that still remain. He said he was concerned with what seems to be an extraordinary haste to start the Park Branch renovation. He said the original schedule was for the Park branch to be completed in 2010 and the planning was to begin in July 2007. He also said the 100th anniversary of that branch will occur during the time the branch is closed. He said he is a member of the Library Citizens Advisory Committee (LCAC), which he is glad to say did not endorse the charter amendment. He said that some of the LCAC's concerns were the issuance of 25 year bonds and that the Supervisors' hands would be tied with regard to reallocating funds that were allocated by the Library Commission.

Sue Cauthen, also a member LCAC, said it was a very interesting report. She said she wanted to clarify what the LCAC did at their meeting and that they did not take a position on the charter amendment because they will be having a special meeting to discuss it. She said some of the LCAC concerns were that the language should more clearly state that these were revenue bonds tied to a set aside, there was some concern about oversight to insure that the projects would be done within the budget of the bonds, and that there should be some sort of a cap.

President Higueras said the Library is looking at ways to increase the number of bids on projects.

City Librarian Luis Herrera said that staff took a more proactive approach to contacting the construction industry and encouraging more contractors to bid on our projects.

AGENDA ITEM NO. 3 ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioner Coulter to adjourn the regular meeting of Thursday, May 17, 2007.

ACTION: Approved by a vote of 6-0. AYES: Bautista, Coulter, Gomez, Higueras, and Munson.

The regular meeting of May 17, 2007, of the San Francisco Public Library Commission adjourned at 5:05 PM.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in

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JUN 11 2007

SAN FRANCISCO
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Helen Marie Bautista
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Dewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of May 17, 2007

(As approved at the regular meeting of Thursday, June 7, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, May 17, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:34 pm

Commissioners present: Bautista, Coulter, Gomez, and Munson. President Higueras arrived at 4:43 pm.

Commissioners excused: Chin and Kane.

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen compared the Library Preservation Fund to the issues involving weapons of mass destruction and the War in Iraq. He said there were 2 issues that the Commission needed to be concerned with. First, how many times do you want to go to the public and suspend their better judgment just because it is the Library? Second he said there are times when you need to know your issues and what historical context they come from.

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Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly report and said that the budget report included the most recent budget changes made by the Commission on March 1 and lists every budget change to the bond program that the Commission has made since its inception. She explained the current Schedule Report and said that it shows the schedule that was approved by the Commission on March 1 and lists every schedule change to the bond program since its inception. She said fully funded projects will be complete by the year 2010. She explained the Active Projects Report including information on new construction and renovations; the Construction Report; and

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President Higueras said the Library is looking at ways to increase the number of bids on projects.

City Librarian Luis Herrera said that staff took a more proactive approach to contacting the construction industry and encouraging more contractors to bid on our projects.

AGENDA ITEM NO. 3 ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioner Coulter to adjourn the regular meeting of Thursday, May 17, 2007.

ACTION: Approved by a vote of 6-0. AYES: Bautista, Coulter, Gomez, Higueras, and Munson.

The regular meeting of May 17, 2007, of the San Francisco Public Library Commission adjourned at 5:05 PM.

Sue Blackman
Commission Secretary

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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AGENDA ITEM NO. 3 ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioner Coulter to adjourn the regular meeting of Thursday, May 17, 2007.

ACTION: Approved by a vote of 6-0. AYES: Bautista, Coulter, Gomez, Higueras, and Munson.

The regular meeting of May 17, 2007, of the San Francisco Public Library Commission adjourned at 5:05 PM.

Sue Blackman
Commission Secretary

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San Francisco Public Library

NOTICE OF ALTERNATIVE MEETING TIME AND LOCATION SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Pursuant to the San Francisco Administrative Code Section 67.6(f) notice is hereby given that the San Francisco Public Library Commission will hold its regular meeting on June 7, 2007 as follows:

DATE: June 7, 2007
TIME: 4:00 p.m.
PLACE: Mission Bay Branch Library
960 4th Street (at Berry)
San Francisco, CA 94158

Agenda for this meeting will be available 72 hours before scheduled meeting time.
Sue Blackman, Commission Secretary: 5/14/07

2:00 p.m msf
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San Francisco Public Library Commission
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PUBLIC LIBRARY

NOTICE OF MEETING

NOTE ALTERNATIVE MEETING TIME AND LOCATION

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, June 7, 2007**
TIME: **4:00 PM**
PLACE: **MISSION BAY BRANCH LIBRARY, 960 4th Street (at Berry)**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of May 3, 2007.
Explanatory document: draft minutes.

3. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of May 17, 2007.
Explanatory document: draft minutes.

4. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements). The City Librarian will give updates on the following topics: Implementation of expanded hours; City Survey; FY 2007-2008 budget; Urban Library Council (ULC) Conference; One City One Book Selection; Summer Reading Program and highlights on exhibitions and programs.

5. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

6. LIBRARY DATA PRIVACY AUDIT REPORT **DISCUSSION**
((Presentation and discussion of privacy audit conducted during February and March 2007)
Explanatory documents – SFPL Data Privacy Audit.

7. FOCUS ON: MISSION BAY BRANCH LIBRARY **DISCUSSION**
(Presentation and discussion of the programs, services and community outreach for the Mission Bay Branch Library)

7/07

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
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Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blacktnan
Commission Secretary

8. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion and public comment) **ACTION**

S BLACKMAN, LIBRARY COMMISSION SECRETARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of June 7, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, June 7, 2007, at the Mission Bay Branch Library.

Vice President Coulter called the meeting to order at 4:04 pm

Commissioners present: Bautista, Coulter, Gomez, and Kane.

Commissioner Chin arrived at 4:20 pm and President Higueras arrived at 4:31 pm.

Commissioner Munson was excused

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen said that someone named Charles A. Higueras published a letter in the Bay Guardian saying that everyone had a right to dispute resolution although if this was Library Commission President Higueras he knows this is one thing that does not take place at the Library Commission. He also said it should be illegal for the Friends and Foundation to donate money because it skews the search for the truth.

Ellen Egbert from Bernal Heights said she was glad to see the Commission holding a meeting at one of the branch libraries in the "after" stage. She said if you take the Muni T Third line it will take you down to the Bayview branch as well. She said the preschool had moved out at the Bernal Heights site and if Commissioners stop by they can see the whole site in it's "before" stage.

Russel Morine, Visitacion Valley, said that you can also take the T third to the Visitacion Valley branch library. He also corrected the name in the minutes of May 3 of Betty Parshal instead of Betty Marshall.

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SAN FRANCISCO
PUBLIC LIBRARY

Vice President Coulter said he appreciated the nice comments about the Mission Bay Branch and that the Friends of the Library did a lot to contribute to the branch.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF MAY 3, 2007

An anonymous citizen said his comments were misrepresented under Public Comment in the May 3 minutes. He also said with respect to Peter Warfield's comments his comments were about the sensitive nature of calling something a renewal.

Motion: By Commissioner Bautista, seconded by Commissioner Gomez to approve the minutes of the regular meeting of May 3, 2007, as amended to correct the name of Betty Parshal from Betty Marshall and to include her comments : "Russel Morine, resident and small business owner in Visitacion Valley, spoke supporting consideration of the re-use of the supermarket building which was purchased by the city with the intention of demolition and construction of a new Visitacion Valley branch library on the site".

Action: AYES 4-0: (Bautista, Coulter, Kane, and Gomez)

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES OF MAY 17, 2007

An anonymous citizen said he was glad these minutes were on the agenda at the following Commission meeting. He said his comments were misrepresented under Public Comment relating to privatization and the preservation fund and the context under which that was created.

Motion: By Commissioner Bautista, seconded by Commissioner Gomez to approve the minutes of the regular meeting of May 17, 2007.

Action: AYES 4-0: (Bautista, Coulter, Gomez and Kane)

Commissioner Chin entered the meeting.

AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT

Jill Bourne, Deputy City Librarian, said that the staff work group on expanded operating hours met to develop staffing plans and schedules for the 7 branch libraries, which include Ingleside, Portola, Ocean View, Visitacion Valley, Merced, Mission Bay and Bayview. She said that a request to release funds to the Clerk of the Board and the Chair of the Budget and Finance Committee was submitted and that notification had been received that this issue will be discussed as part of the regular budget hearings for the Department in June. Once the funds are released the Library will begin hiring immediately and develop a communication plan to notify staff and the public.

Jill Bourne explained the City Survey which had been done by the City Controller's office. She said the Executive Summary and the portion on San Francisco's public library system were in the Commissioners packets and available at the back of the room. She said that the City as a whole rated City Services at C+ and that the library received a B- which is the highest rating of any city department. She explained the data and said that the collection and the staff represent the library's greatest strength. She explained that the standards in the survey for usage was measured by visits to the library while the library's performance measures uses online usage as well so the library will be working with the Controller's Office to better understand the library usage. She also said the library will be working to increase the number of frequent users and outreach efforts.

Luis Herrera, City Librarian, explained the status of the budget and said that the budget the Library Commission had approved had been forwarded to the Mayor's office and there were no significant changes. The hearing dates before the Budget and Finance Committee has been set for June 18 and 25. The budget for extended hours will also be part of that discussion. He said that the Mayor's office had approved a couple of significant increases in the collection and book budget of about 22% and it also includes approval of expanded hours. The only change was that the amount from the General Fund to the Bond Library Improvement Program (BLIP) was reduced by half from $4 million to $2 million. The reason for that was to maintain a healthy reserve. He said the budget climate remains healthy for the library.

Brian Bannon, Chief of Branches, reported on the Urban Library Council (ULC) Conference in Cleveland, Ohio. He said the conference was focused on different demographic changes and immigration in terms of technology. He said that people who have grown up with technology were referred to as digital natives and those who did not grow up around technology as nonnative. He said that there was a presentation from a demographer who spoke about immigrants in the the major cities in the United States and that San Francisco was one of only three cities who were leaders in the number of immigrations in the early 1900s and still are today, the other two being New York and Chicago. There was discussion on how various cities adapt to that. He said another key note address was on changing the face of education and library services in the digital age.

Luis Herrera, City Librarian noted that Library Commission President Charles Higueras is on the board of the ULC and that it is a national organization that looks at trends and innovative ways to respond to changes to library services.

Marcia Schneider, Chief of Communications, said that the new selection for One City One Book was Cane River by Lalita Tademy. She said there will be several hundred copies of the book in the library's collection and said it was a book first published in 2001 and is an intergenerational saga that highlights four women dating back to slavery

in the south. She said that the author is a Bay area author and she is extremely personable and very happy to be working with the library. She said the publisher is the same as the one for the book last year and is very supportive of the program. She said that Commissioner Gomez was on the selection committee. The programs and activities will primarily be in September and she will report back to the Commission at that time.

Toni Bernardi, Chief of Children and Youth Services, reported on the Summer Reading Program. She said there will be a juvenile program and a teen program. She said that this program has varied programs and activities for youngsters birth through 18 years. She explained the Get a Clue @ Your Library for children up to 13; Kid Power: 10-16 year old volunteers; and the Teen Summer Read program. She said promotion of the program includes: articles, posters, flyers, SFPL Kids website and collaborating with other community partners. There will be evaluation and measurement of the programs, which she will report back to the Commission on in the fall.

Luis Herrera highlighted some of the upcoming exhibitions and programs at the main and branch libraries including adult, teen and children programs and events.

Public Comment

An anonymous citizen said he is gratified that the issue of Sunday hours is finally going to be addressed, but it has been a full year since the money has been available. He said he was very interested in the survey results especially that usage had gone up but actual visits to the library had gone down. He said he was concerned that the amount approved by the Commission had been reduced and he said he was concerned about how the issue of the Library Preservation Fund will affect the budget.

Commission Discussion

Commissioner Coulter said he likes the report on the upcoming exhibitions and programs because he is impressed with all of the things we are doing now that we were not doing 10 years ago. He asked if the library knows the impact on the number of users of the library who are drawn in by these events and program.

Luis Herrera said that the library does track those numbers. He said it is a significant reason people visit the library especially the main library, but he would look into getting a better grasp on that perhaps through surveys or focus groups. He also said staff is encouraged at these programs and events to promote other library services.

Jill Bourne said that as part of the budget the library will be looking at expanding programming in the branch libraries.

Commission Bautista said she would like to see more of the library's programs in all the different languages spoken in San Francisco especially the younger children.

City Librarian Luis Herrera said that the library will continue to expand its services to different languages and cultures.

Commissioner Kane said the report was very informative and wanted to confirm the extra hours at Bayview. He also said that the Summer Reading Program was a very good program.

Jill Bourne responded that there would be three additional hours on Thursday at the Bayview branch.

President Higueras asked about the Summer Reading Program and what was being done to reach out and entice new participants. He also asked if there was any tracking of first time participants in the program.

Toni Bernardi, Chief of Children and Youth Services, said that flyers go out to every student through the schools and that she sees the greatest opportunity for outreach will be in working with the schools directly. She said that first time participants are not being tracked and that is something that they will try to implement.

Luis Herrera said that there will be a presentation at the July Library Commission meeting on the partnership for achievement with the San Francisco Unified School District. It is part of the Mayor's overall partnership for achievement and the library will have a very specific role.

Commissioner Chin recommended working with summer schools and emphasizing the library's role in reading for pleasure.

Vice-President Coulter left the meeting at 5:05 pm.

AGENDA ITEM NO. 5 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends of the San Francisco Public Library said it was nice to be present at the beautiful Mission Bay branch library. She gave the Library high marks on the city survey results and said that on a curve this would be an A+. She was happy to hear about the Summer Reading Program and the One City One Book program. She said the Friends' Board will be finalizing its library support grant package for the upcoming fiscal year. They have already approved an amount of $750,000, but this will be the final package of specific programs. She said there is an expanded amount for the Summer Reading Program and there is funding for One City One Book. She said the Poets Eleven program will have it final branch reading on June 26 at 7:00 at the North Beach branch. She said there will be a grand finale at the Main Library in August. She said the International Poetry Festival will be taking place in July from the 26-28 and explained

the various events. She said there has been great success in raising sponsorships and partnerships in promoting the event and they already have more money than was planned. She listed the names of the sponsors for the events. She said the Recreation and Park Commission had agreed to cosponsor by waiving their fees for the Palace of Fine Arts Theatre and the Palace of Fine Arts Foundation have waived their fees as well. She said there will be a history day at the Bernal Heights Library on June 23 at 2:00 pm and passed out flyers about the event. She said there will also be a history day in Portola on Saturday June 30 at 1:00 pm at the Martin Luther King Middle School. Finally as part of the Neighborhood Library Campaign a number of restaurants in the Marina District will be donating a portion of their proceeds on Tuesdays in June to the Marina branch library renovation.

Public Comment

An anonymous citizen said that the idea of grading on a curve for the city survey causes grade inflation and is not the way to go.

Commission Discussion

President Higueras said the International Poetry Festival looks like an exceptional event.

Commissioner Bautista said she was happy to see poets participating from around the world and she thanked the Friends for all their hard work and support.

AGENDA ITEM NO. 6 LIBRARY DATA PRIVACY AUDIT REPORT

Luis Herrera, City Librarian, said that in October, 2005 the Library Technology and Privacy Committee issued a summary report of its investigation into Radio Frequency Identification Technology or RFID. The report which was presented to the Library Commission at that time made several recommendations one of which was to perform an inventory of practices for gathering data as it relates to privacy and confidentiality.

Vivian Pisano, Chief of Information Technology, said following the recommendation for a privacy audit, the audit was budgeted for this fiscal year and proceeded to enlist the assistance of a library technology consultant, Karen Coyle. They put together a staff task force to conduct the audit itself. The audit took place in February and March this year. She said she wanted to acknowledge the work of the task force. She said that San Francisco is one of the few public libraries which have gone through this process.

Karen Coyle said that this was a fun project mainly because the staff was so involved. It was completed in less time than was planned and completed under budget. She said that libraries and privacy is really about confidentiality of records of patron activity. She briefly explained

the context of the law and policy, the process, a few highlights of the findings and recommendations. She said the American Library Association has policies that help advise libraries on issues such as privacy. She said the San Francisco Public Library (SFPL) has an excellent policy. She said today's technology creates records where they did not exist before and asks the question what is personally identifiable data. She said the audit went through every form used by the library and that there were 36 separate forms and 80 pages. The findings were that library vendor systems adhere to library standards, regional and national services are outside of the library's control, more personal services means more data is collected, ad hoc programs tend to be less standardized and that new technologies present a challenge. She said the recommendations of the audit include making the privacy policy more visible to users, developing general policies for ad hoc data collection, more attention to data that identifies under-age or special populations, checking records retention rules, defining "lapsed library card holders", continuing education of staff, finding new methods of communication and designating a staff person as a "privacy officer."

Vivian Pisano said that the next steps are to develop a training program and to implement the recommendations from the audit.

Public Comment

An anonymous citizen said that he also went to the Technology and Privacy Committee meetings and said that it is a little problematic to have a public report about privacy issues. He said everything that is not absolutely confidential is public information under the Sunshine laws. He said the library gave the database of users to the Friends and Foundation in the early 90's for a fundraising letter and when challenged the library said this was within the scope of the administration. He said that people expect confidentiality. This also comes back to RFID and whether people will feel comfortable with that.

Sue Cauthen said it was an interesting study and wondered how this would conflict with the sunshine laws.

Commission Discussion

Deputy City Attorney Francesca Gessner responded to a question from President Higueras saying that she did not believe there was a city attorney opinion relating to this issue and that state law would trump city law.

Commissioner Bautista said training could be included with the sunshine training and it is crucial that librarians be on top of this issue.

Commissioner Kane inquired further about the privacy officer and wondered if the city attorney would be involved with that.

City Librarian Luis Herrera explained that the privacy officer would not be a new position and that the designated person would work with the City Attorney's office.

AGENDA ITEM NO. 7 FOCUS ON: MISSION BAY BRANCH LIBRARY

Therese Canon, Mission Bay Branch Librarian, told the Commission a little bit about the branch history and said it was the first new branch in San Francisco in 40 years. It is the second project completed under BLIP. She said it was built with a partnership with the Redevelopment Agency. She said there have been 83,000 patron visits since opening in July 2006. She said library patrons include seniors, low income residents, UCSF students, downtown residents, WiFi users, preschool children, young families and commuters. She said that adult programming includes book talks, film screening, lectures, poetry and computer classes. She said future plans include increasing the variety of adult programs to draw in new users, expanding computer learning opportunities, outreach to other neighborhoods like Treasure Island and South Beach and she said they will continue to promote their active children's programming.

Commissioner Bautista left the meeting at 6:05 pm

Public Comment

An anonymous citizen was curious how game days affect this particular branch since it is so close to the ballpark. He said this library has a very extensive book collection and people enjoy using them so in that sense it is a very successful branch.

Commission Discussion

President Higueras said he wanted to underscore the success of this branch. He said this neighborhood would not be as viable or as livable without this library. He said that it is the "home run" of the neighborhood.

Commissioner Kane thanked staff for having a meeting in the community and said he hopes we will do this again at another branch and he would like to see more members of the community in attendance. He asked about how the branch serves the Treasure Island community and if there is anything to help facilitate their use of the Mission Bay branch.

Commissioner Bautista returned to the meeting at 6:07 pm.

Commissioner Gomez left the meeting at 6:07 pm.

Luis Herrera said the Mission Bay branch can best provide outreach to Treasure Island so it was the logical choice to serve the area.

Brian Bannon, Chief of Branches, said that the people of Treasure Island often use a grocery store close to the Mission Bay branch so it is often convenient for them in that way.

City Librarian Luis Herrera said that there is also bookmobile service to Treasure Island and he complimented Therese Canon on her report.

AGENDA ITEM NO. 8 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 9 NEW BUSINESS

Commissioner Bautista said that she had a conversation with someone from the Western Addition area and said that there was a concern that the bookmobile only visited the area twice a week.

City Librarian Luis Herrera responded that the Western Addition reading center has been opened at the African American Cultural and Arts complex in addition to the bookmobile service. The reading center is open 20 hours a week. He also said the Presidio branch has the Japanese collection. He said the information is posted on the SFPL website, but he said staff would look into it.

An anonymous citizen said the trick is to embrace public comment and he said the issue raised about the Western Addition is an important one.

AGENDA ITEM NO. 10 ADJOURNMENT

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, to adjourn the regular meeting of Thursday, June 7, 2007.

ACTION: AYES: 4-0. (Bautista, Chin, Higueras, and Kane).

The regular meeting of June 7, 2007, of the San Francisco Public Library Commission adjourned at 6:12 PM.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of

records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Connie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of June 7, 2007

(As amended and approved at the regular meeting on July 19, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, June 7, 2007, at the Mission Bay Branch Library.

Vice President Coulter called the meeting to order at 4:04 pm

Commissioners present: Bautista, Coulter, Gomez, and Kane.

Commissioner Chin arrived at 4:20 pm and President Higueras arrived at 4:31 pm.

Commissioner Munson was excused

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen said that someone named Charles A. Higueras published a letter in the Bay Guardian saying that everyone had a right to dispute resolution although if this was Library Commission President Higueras he knows this is one thing that does not take place at the Library Commission. He also said it should be illegal for the Friends and Foundation to donate money because it skews the search for the truth.

Ellen Egbert from Bernal Heights said she was glad to see the Commission holding a meeting at one of the branch libraries in the "after" stage. She said if you take the Muni T Third line it will take you down to the Bayview branch as well. She said the preschool had moved out at the Bernal Heights site and if Commissioners stop by they can see the whole site in it's "before" stage.

Russel Morine, Visitacion Valley, said that you can also take the T third to the Visitacion Valley branch library. He also corrected the name in the minutes of May 3 of Betty Parshal instead of Betty Marshall.

Vice President Coulter said he appreciated the nice comments about the Mission Bay Branch and that the Friends of the Library did a lot to contribute to the branch.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF MAY 3, 2007

An anonymous citizen said his comments were misrepresented under Public Comment in the May 3 minutes. He also said with respect to Peter Warfield's comments his comments were about the sensitive nature of calling something a renewal.

Motion: By Commissioner Bautista, seconded by Commissioner Gomez to approve the minutes of the regular meeting of May 3, 2007, as amended to correct the name of Betty Parshal from Betty Marshall and to include her comments : "Russel Morine, resident and small business owner in Visitacion Valley, spoke supporting consideration of the re-use of the supermarket building which was purchased by the city with the intention of demolition and construction of a new Visitacion Valley branch library on the site".

Action: AYES 4-0: (Bautista, Coulter, Kane, and Gomez)

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES OF MAY 17, 2007

An anonymous citizen said he was glad these minutes were on the agenda at the following Commission meeting. He said his comments were misrepresented under Public Comment relating to privatization and the preservation fund and the context under which that was created.

Motion: By Commissioner Bautista, seconded by Commissioner Gomez to approve the minutes of the regular meeting of May 17, 2007.

Action: AYES 4-0: (Bautista, Coulter, Gomez and Kane)

Commissioner Chin entered the meeting.

AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT

Jill Bourne, Deputy City Librarian, said that the staff work group on expanded operating hours met to develop staffing plans and schedules for the 7 branch libraries, which include Ingleside, Portola, Ocean View, Visitacion Valley, Merced, Mission Bay and Bayview. She said that a request to release funds to the Clerk of the Board and the Chair of the Budget and Finance Committee was submitted and that notification had been received that this issue will be discussed as part of the regular budget hearings for the Department in June. Once the funds are released the Library will begin hiring immediately and develop a communication plan to notify staff and the public.

Jill Bourne explained the City Survey which had been done by the City Controller's office. She said the Executive Summary and the portion on San Francisco's public library system were in the Commissioners packets and available at the back of the room. She said that the City as a whole rated City Services at C+ and that the library received a B- which is the highest rating of any city department. She explained the data and said that the collection and the staff represent the library's greatest strength. She explained that the standards in the survey for usage was measured by visits to the library while the library's performance measures uses online usage as well so the library will be working with the Controller's Office to better understand the library usage. She also said the library will be working to increase the number of frequent users and outreach efforts.

Luis Herrera, City Librarian, explained the status of the budget and said that the budget the Library Commission had approved had been forwarded to the Mayor's office and there were no significant changes. The hearing dates before the Budget and Finance Committee has been set for June 18 and 25. The budget for extended hours will also be part of that discussion. He said that the Mayor's office had approved a couple of significant increases in the collection and book budget of about 22% and it also includes approval of expanded hours. The only change was that the amount from the General Fund to the Bond Library Improvement Program (BLIP) was reduced by half from $4 million to $2 million. The reason for that was to maintain a healthy reserve. He said the budget climate remains healthy for the library.

Brian Bannon, Chief of Branches, reported on the Urban Library Council (ULC) Conference in Cleveland, Ohio. He said the conference was focused on different demographic changes and immigration in terms of technology. He said that people who have grown up with technology were referred to as digital natives and those who did not grow up around technology as nonnative. He said that there was a presentation from a demographer who spoke about immigrants in the the major cities in the United States and that San Francisco was one of only three cities who were leaders in the number of immigrations in the early 1900s and still are today, the other two being New York and Chicago. There was discussion on how various cities adapt to that. He said another key note address was on changing the face of education and library services in the digital age.

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intergenerational saga that highlights four women dating back to slavery in the south. She said that the author is a Bay area author and she is extremely personable and very happy to be working with the library. She said the publisher is the same as the one for the book last year and is very supportive of the program. She said that Commissioner Gomez was on the selection committee. The programs and activities will primarily be in September and she will report back to the Commission at that time.

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Commission Discussion

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Commissioner Chin recommended working with summer schools and emphasizing the library's role in reading for pleasure.

Vice-President Coulter left the meeting at 5:05 pm.

AGENDA ITEM NO. 5 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends of the San Francisco Public Library said it was nice to be present at the beautiful Mission Bay branch library. She gave the Library high marks on the city survey results and said that on a curve this would be an A+. She was happy to hear about the Summer Reading Program and the One City One Book program. She said the Friends' Board will be finalizing its library support grant package for the upcoming fiscal year. They have already approved an amount of $750,000, but this will be the final package of specific programs. She said there is an expanded amount for the Summer Reading Program and there is funding for One City One Book. She said the Poets Eleven program will have it final branch reading on June 26 at 7:00 at the North Beach branch. She said there will be a grand finale at the Main Library in August. She said the International

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Commissioner Bautista left the meeting at 6:05 pm

Public Comment

An anonymous citizen was curious how game days affect this particular branch since it is so close to the ballpark. He said this library has a very extensive book collection and people enjoy using them so in that sense it is a very successful branch.

Commission Discussion

President Higueras said he wanted to underscore the success of this branch. He said this neighborhood would not be as viable or as livable without this library. He said that it is the "home run" of the neighborhood.

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Commissioner Bautista returned to the meeting at 6:07 pm.

Commissioner Gomez left the meeting at 6:07 pm.

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City Librarian Luis Herrera said that there is also bookmobile service to Treasure Island and he complimented Therese Cason on her report.

AGENDA ITEM NO. 8 LABOR UNION REPORT

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AGENDA ITEM NO. 9 NEW BUSINESS

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An anonymous citizen said the trick is to embrace public comment and he said the issue raised about the Western Addition is an important one.

AGENDA ITEM NO. 10 ADJOURNMENT

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, to adjourn the regular meeting of Thursday, June 7, 2007.

ACTION: AYES: 4-0. (Bautista, Chin, Higueras, and Kane).

The regular meeting of June 7, 2007, of the San Francisco Public Library Commission adjourned at 6:12 PM.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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#1
6/21/07

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, June 21, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

2:20 p.m. M F
DOCUMENTS DEPT.
JUN 18 2007
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order.

1. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. **BOND PROGRAM MANAGER'S REPORT** **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

3. **BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT** **ACTION**
(Presentation, discussion and possible action to approve the transfer of funds for BLIP projects: Ortega Branch; Golden Gate Valley Branch; and moving expenses.)

4. **CITY CONTROLLER'S SCOPE OF REVIEW** **DISCUSSION**
(Presentation by the City Controller's Office on the scope of the review of the Branch Library Improvement Program (BLIP)).

5. **ADJOURNMENT** (requires motion & public comment.) **ACTION**

Sue Blackman Library Commission Secretary, 6/15/07

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site. sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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DOCUMENTS DEPT.

JUL 05 2007

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of June 21, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, June 21, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:36 pm

Commissioners present: Chin, Coulter, Kane and Munson.

President Higueras, Commissioners Bautista and Gomez were excused.

AGENDA ITEM NO. 1: PUBLIC COMMENT

An anonymous citizen said it is very difficult to make someone understand something when their paycheck depends on them not understanding. He said that there is a system of free speech and the right to public comment to make sure that all viewpoints can emerge so that those viewpoints will have a chance against entrenched resistance to the truth.

Ellen Egbert from Bernal Heights said she had to leave the last meeting early because she went to a Project Read party where they showed a 5 minute film created by Kevin Epps called Reading Minds about two learners in Project Read. She said it is now available for viewing at www.projectreadsf.blogspot.com. She also said that in addition to the summer reading program for kids, that the Bernal branch is having a summer reading program for adults.

Peter Warfield said that it is useful to review routine library services and shortcomings or glitches that are present. He said that there are dozens of book carts on the various floors that say that the books are ready for shelving and some of the books are on the far side of the library from where they should be. He said this is not a very professional way to run a library and gives a poor image to the patrons. He also said there were problems with the self-service reserves and the catalog.

AGENDA ITEM NO. 2 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly report and said that the budget report included the most recent budget changes made by the Commission on March 1 and lists every budget change to the bond program that the Commission has made since its inception. She said every revision requires Commission action. She explained the current Schedule Report and said that it shows the schedule that was approved by the Commission on March 1 and lists every schedule change to the bond program since its inception. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She explained the Active Projects Report including information on new construction and renovations; the Construction Report; and she showed photographs of some of the projects in construction. She said that a groundbreaking has been confirmed for the Portola branch on July 17 at 11:30 am. She also gave the Community Outreach report highlighting the upcoming opening of the Marina Branch library on Saturday, August 4.

Public Comment

An anonymous citizen said it was an interesting report. He said he did a report for the Board on Supervisors comparing the original schedule with the current schedule, which showed that only one project was on time and something like four that were at least five years late.

Betty Parshall from Visitacion Valley had a question on the quarterly report, under program management activities she said there is a Memorandum of Understanding for consultants for supplemental services by the Department of Public Works (DPW). She said Visitacion Valley has been asking for a study of the possible reuse of the supermarket building and she wondered if these services will be included in these supplemental services.

City Librarian Luis Herrera responded that the study of the reuse of the supermarket does not directly relate to the DPW work order, but said that that study is currently underway and is being funded by the Friends of the Library.

Peter Warfield said it was an interesting report but that it would be useful to have a single place readily available to compare the changes from the original schedule to where we are today. He said that he has looked at original time estimates and that almost without exception the library projects through incremental slips have become more costly and later than planned. He said it is a mystery why some branches such as the Park branch are being rushed to be completed on time while others that seem to have a much greater need are not. He said that the Marina branch was complete but will not be open until August and asked what was causing the delay. He said he knows the Friends pay for the furnishings but wondered who was responsible for the selection and acquisition and if that could be more expeditiously done.

Ellen Egbert from Bernal Heights asked about the timing of the Bernal branch closing and when it will be going out to bid. She said Bernal has started its fundraising and needs to be accurate in its timeline.

Marilyn Thompson, Bond Program Manager responded that for all projects the schedule is estimated to be a four month bid period which includes the out to bid stage, bid protest period, award and Notice to Proceed (NTP). The closure of the branch happens somewhere in the middle of that time period, so usually two months after it has been put out to bid.

City Librarian Luis Herrera said that we do need to do a better job at getting out the word to the communities on the schedules, etc.

Commission Discussion

Vice President Coulter asked staff to respond on the question regarding furnishings and delays in opening the Marina branch.

Marilyn Thompson explained that the contractor completed the project early but the schedule requires six months lead time to bid, purchase, deliver and install the furnishings.

Luis Herrera said that the process for the furnishings is a partnership with the Friends and that Library staff is involved and very much engaged with the time frame. He said that staff is working on some of the issues relating to coordinating with the actual construction schedules and he will report back to the Commission in the future on the systems to be put in place to address those issues.

The Commission discussed the timing and the dates of the schedules.

Commissioner Kane said how important it is to make sure the communities involved are adequately updated on the schedules.

Commissioner Munson said it would be helpful to see the original schedule and to have some reasons listed for some of the delays.

AGENDA ITEM NO. 3 BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REPORT

Marilyn Thompson, Bond Program Manager, said that staff is requesting revisions to the bond program revenues and various project budgets. She said that Fiona Ma in last year's budget had designated $250,000 of the General Fund portion of the Library Preservation Fund specifically for the Ortega branch. Staff is recommending that these funds be added to the program at this time. This will revise the Ortega budget from $880,000 to $1,030,000. She said they are also recommending increasing the Golden Gate Valley budget from the program reserve by $50,000. Further that staff is recommending transferring moving budget funds in the amount of $20,000 each for seven active projects and $10,000 each for four projects; retaining the moving

budget for the five remaining projects at $20,000 each; increasing the bookmobile budget to $455,000 (actual cost); retaining $100,000 interim services budget and reducing the program reserve by $23,248.

Public Comment

An anonymous citizen said he did not remember Fiona Ma increasing the budget for Ortega. He said he did remember Fiona Ma increasing the budget for the Parkside branch for $450,000. He said he had been attending some of the meetings of the Capital Planning Committee (CPC) and said they had put the last purchase of bonds on hold waiting for a resolution of the issue relating to the Library Preservation Fund. He said the Commission might want to exercise some caution about committing funds to projects for which the CPC will not yet sell bonds.

Peter Warfield said he was disappointed that the information was not sent out as part of the advance materials for the meeting today. He said when there is an action item it is appropriate that these materials be made available in advance. He said the description was misleading for the Library Preservation Fund renewal and that that is the way the Library is trying to find funding for the last five branches to be renovated. He said he also did not recall the $250,000 being designated for Ortega and would like to see the overall impact on the BLIP and how it relates to what was previously approved.

Commission Discussion

Commissioner Munson said that it would be helpful to have the information prior to the meeting.

City Librarian Luis Herrera said that the additional increase for the Ortega branch was an add on that happened after the budget hearings so it was an additional General Fund add back.

Vice President Coulter said that it had been confirmed that the $250,000 was available for the Ortega branch.

Motion: By Commissioner Kane, seconded by Commissioner Chin to Increase four new construction projects (Glen Park, Ingleside, Portola, Visitacion Valley) by $10,000 each; increase seven renovation projects (Anza, Bernal Heights, Eureka Valley, Park, Presidio, Potrero and Presidio) by $20,000 each; increase the Ortega budget by $250,000; increase the Golden Gate Valley budget by $50,000; reduce the moving and interim services budget, reduce the program reserve by $50,000; and increase the program budget by $250,000.

Action: AYES 4-0: (Chin, Coulter, Kane, and Munson)

AGENDA ITEM NO. 4 CITY CONTROLLER'S SCOPE OF REVIEW

City Librarian Luis Herrera said the Library and the Library Commission had requested that the City Controller's office do a review of the Branch Library Improvement Program (BLIP). The Commission requested a report by the Controller's office on the Scope and Objectives of the review.

Deborah Gordon, Audit Manager, City Services Auditor Division, said they were responding to a number of requests and concerns by several elected and appointed bodies for a review of the BLIP. She said she distributed what is usually an internal document outlining the scope and objectives of the review. She said they had been looking at documents for about six weeks and have had preliminary interviews with many stakeholders in the project. The preliminary survey showed that there were significant project delays over the program period. She said at the 75% mark of the original project timeframe, only 8 of the projects (32%) will be acquired or completed. She said this is an opportunity because only about 1/3 of the funds have been expended so they will be looking at processes and procedures and reasonableness of projections. She outlined the objectives as: evaluating on a sample basis whether escalation factors used to determine revised construction cost estimates appear reasonable; identifying best practices for maximizing the number of bidders for BLIP project construction contracts; identifying key lessons learned from the current bond program and best practices with regard to managing project costs and schedules; and determining if currently planned changes to processes and staff assignments at the Library and the Department of Public Works (DPW) appear adequate to complete the program as revised by the Library Commission in March, 2007. She said the review would cover the time period from 2001 – 3/31/2007 and that they would review financial and program information pertaining to the bond program, but would not be commenting on other operations of DPW or the Library. She said they are anticipating a draft report by July 31, 2007 which will go to the departments for their response. An issue date for the report will be the third or fourth week of August.

Public Comment

An anonymous citizen said the scope seemed to be a litter broader than Peg Stevenson had previously presented to the Commission. He said what the Controller may regard as an internal document is actually a public document under the California Public Records Act and the Sunshine Ordinance. He said that the auditor is right to say that 32% of projects will be complete by the end of this year 37 1/2% of those projects are from outside developers. He also said that the Controller is not using the original timeframe for the comparison on the schedule for the completion of the projects.

Peter Warfield said he considered the Controller to have an excellent reputation and that he is rather disappointed by what has been presented today. He said the background portion is incomplete. He said it's unfortunate that some stakeholders have been approached while others such as him were

not. He said there was no mention of the cost overruns in the objectives nor do the scope changes within the program appear.

Sue Cauthen, Library Citizens Advisory Committee (LCAC) said that she and the Chair of LCAC did meet with Ms. Gordon to deliver the LCAC's concerns. She said she did wish that the public had had a chance to review the Scope document prior to the meeting in order to comment on it. She said as a member of the Sunshine Task Force she does believe that draft documents are public documents and when the draft document comes out it should be available to the public.

Anne Wintroub, Friends of the Library, thanked the Controller's Office for their due diligence on this and said the Friends appreciate being kept abreast of the process and are looking forward to the full report.

Commission Discussion

Commissioner Munson said he thought this was laid out very well and thanked the Controller's office.

Commissioner Kane asked if there was something in the objectives which might be missing or needs to be expanded. He also asked whether expenditures should be something that is looked at.

Deborah Gordon, Audit Manager responded that some areas had been expanded and that it seemed that this was a good place to start. She also said they would look at any expenditure that may reflect something that doesn't make sense. She said the projects that have been completed are not much over budget and that they will look at unusual expenditures. She said there is another audit planned for construction contracts in the city and that will include one of the library bond projects.

Commissioner Kane requested that the Commission see a copy of the other audit on city contracts when it is completed as well. He asked about whether overall management processes of the bond program will be looked at within the audit of the BLIP.

Commissioner Chin said that the school district audit was very complex and this review should be relatively easy. She said she hopes that best practices will be looked at and that there will be ways to improve in the future.

Vice-President Coulter said he is impressed with the documents and said it could be useful to include in the report that Senior Library staff and the Library Commission had recommended this review.

AGENDA ITEM NO. 5 ADJOURNMENT

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Chin, to adjourn the regular meeting of Thursday, June 21, 2007.

ACTION: AYES: 4-0. (Chin, Coulter, Kane and Munson).

The regular meeting of June 21, 2007, of the San Francisco Public Library Commission adjourned at 5:56 PM.

Sue Blackman
Commission Secretary

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of June 21, 2007

(As amended and approved at the regular meeting on July 19, 2007)

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Commissioners present: Chin, Coulter, Kane and Munson.

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Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly report and said that the budget report included the most recent budget changes made by the Commission on March 1 and lists every budget change to the bond program that the Commission has made since its inception. She said every revision requires Commission action. She explained the current Schedule Report and said that it shows the schedule that was approved by the Commission on March 1 and lists every schedule change to the bond program since its inception. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She explained the Active Projects Report including information on new construction and renovations; the Construction Report; and she showed photographs of some of the projects in construction. She said that a groundbreaking has been confirmed for the Portola branch on July 17 at 11:30 am. She also gave the Community Outreach report highlighting the upcoming opening of the Marina Branch library on Saturday, August 4.

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Action: AYES 4-0: (Chin, Coulter, Kane, and Munson)

AGENDA ITEM NO. 4 CITY CONTROLLER'S SCOPE OF REVIEW

City Librarian Luis Herrera said the Library and the Library Commission had requested that the City Controller's office do a review of the Branch Library Improvement Program (BLIP). The Commission requested a report by the Controller's office on the Scope and Objectives of the review.

Deborah Gordon, Audit Manager, City Services Auditor Division, said they were responding to a number of requests and concerns by several elected and appointed bodies for a review of the BLIP. She said she distributed what is usually an internal document outlining the scope and objectives of the review. She said they had been looking at documents for about six weeks and have had preliminary interviews with many stakeholders in the project. The preliminary survey showed that there were significant project delays over the program period. She said at the 75% mark of the original project timeframe, only 8 of the projects (32%) will be acquired or completed. She said this is an opportunity because only about 1/3 of the funds have been expended so they will be looking at processes and procedures and reasonableness of projections. She outlined the objectives as: evaluating on a sample basis whether escalation factors used to determine revised construction cost estimates appear reasonable; identifying best practices for maximizing the number of bidders for BLIP project construction contracts; identifying key lessons learned from the current bond program and best practices with regard to managing project costs and schedules; and determining if currently planned changes to processes and staff assignments at the Library and the Department of Public Works (DPW) appear adequate to complete the program as revised by the Library Commission in March, 2007. She said the review would cover the time period from 2001 – 3/31/2007 and that they would review financial and program information pertaining to the bond program, but would not be commenting on other operations of DPW or the Library. She said they are anticipating a draft report by July 31, 2007 which will go to the departments for their response. An issue date for the report will be the third or fourth week of August.

Public Comment

An anonymous citizen said the scope seemed to be a litter broader than Peg Stevenson had previously presented to the Commission. He said what the Controller may regard as an internal document is actually a public document under the California Public Records Act and the Sunshine Ordinance. He said that the auditor is right to say that 32% of projects will be complete by the end of this year 37 1/2% of those projects are from outside developers. He also said that the Controller is not using the original timeframe for the comparison on the schedule for the completion of the projects.

Peter Warfield said he considered the Controller to have an excellent reputation and that he is rather disappointed by what has been presented today. He said the background portion is incomplete. He said it's unfortunate that some stakeholders have been approached while others such as him were

not. He said there was no mention of the cost overruns in the objectives nor do the scope changes within the program appear.

Sue Cauthen, Library Citizens Advisory Committee (LCAC) said that she and the Chair of LCAC did meet with Ms. Gordon to deliver the LCAC's concerns. She said she did wish that the public had had a chance to review the Scope document prior to the meeting in order to comment on it. She said as a member of the Sunshine Task Force she does believe that draft documents are public documents and when the draft document comes out it should be available to the public.

Anne Wintroub, Friends of the Library, thanked the Controller's Office for their due diligence on this and said the Friends appreciate being kept abreast of the process and are looking forward to the full report.

Commission Discussion

Commissioner Munson said he thought this was laid out very well and thanked the Controller's office.

Commissioner Kane asked if there was something in the objectives which might be missing or needs to be expanded. He also asked whether expenditures should be something that is looked at.

Deborah Gordon, Audit Manager responded that some areas had been expanded and that it seemed that this was a good place to start. She also said they would look at any expenditure that may reflect something that doesn't make sense. She said the projects that have been completed are not much over budget and that they will look at unusual expenditures. She said there is another audit planned for construction contracts in the city and that will include one of the library bond projects.

Commissioner Kane requested that the Commission see a copy of the other audit on city contracts when it is completed as well. He asked about whether overall management processes of the bond program will be looked at within the audit of the BLIP.

Commissioner Chin said that the school district audit was very complex and this review should be relatively easy. She said she hopes that best practices will be looked at and that there will be ways to improve in the future.

Vice-President Coulter said he is impressed with the documents and said it could be useful to include in the report that Senior Library staff and the Library Commission had recommended this review.

AGENDA ITEM NO. 5 ADJOURNMENT

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Chin, to adjourn the regular meeting of Thursday, June 21, 2007.

ACTION: AYES: 4-0. (Chin, Coulter, Kane and Munson).

The regular meeting of June 21, 2007, of the San Francisco Public Library Commission adjourned at 5:56 PM.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, July 19, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of June 7, 2007.
Explanatory document: minutes.

3. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of June 21, 2007.
Explanatory document: minutes.

4. CITY LIBRARIAN'S REPORT by Luis Herrera
DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements). The City Librarian will give updates on the following topics: 2007-08 Budget; Expanded Library Hours; Library Preservation Fund Charter Amendment; Marina Branch Opening; Main Library Renovation and highlights on exhibitions and programs including "Raising the Bar" and "The City Redeemed: the Life and Times of Mayor Edward Robeson Taylor".
Explanatory documents: 2007-08 budget report; Expanded Hours Operating Plan; Charter Amendment.

5. PARTNERSHIP FOR ACHIEVEMENT WITH SAN FRANCISCO UNIFIED SCHOOL DISTRICT (SFUSD)
DISCUSSION
(Presentation and discussion on developing collaboration between the San Francisco Public Library and SFUSD)
Explanatory document: September 15, 2006 memo to Mayor Newsom from City Librarian Herrera.

6. FRIENDS OF THE LIBRARY REPORT

DISCUSSION
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. PUBLIC SAFETY PLAN **DISCUSSION**
(Presentation and discussion on the public safety plan and update on revised security, facilities activities and staff training in the main and branch libraries).
Explanatory documents: Public Safety Plan PowerPoint presentation.

8. ADDENDUM TO GUIDELINES FOR LIBRARY USE **ACTION**
(Presentation, discussion and possible action to amend the Guidelines for Library Use).
Explanatory documents: Cover memo, draft Guidelines for Library Use with underline additions.

9. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

10. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

12. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 7/13/2007

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of July 19, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, July 19, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:35 pm

Commissioners present: Bautista, Chin, Coulter, and Munson.

Commissioners Gomez and Kane arrived at 4:42 pm.

President Higueras was excused.

Vice President Coulter served as Acting President.

Vice President Coulter stated that Item No. 8, Addendum to Guidelines for Library Use will be a discussion item only and no action will be taken. He said that Item No. 5, Partnership for Achievement with the San Francisco Unified School District would be heard before Item 4, City Librarian's Report.

AGENDA ITEM NO. 1 PUBLIC COMMENT

Richard Tilles said he is a frequent user of the library and that he and his wife are active with the Friends of the Library. However, he said he is disappointed with the Library's music collection. He said it was incomplete and old and the music collection in the Portland Library is far superior so he was wondering if anything is being done to upgrade the music collection here.

City Librarian Luis Herrera said that staff will look into this and will report back to the Commission.

An anonymous citizen said that Phillip Burton had said, "In government things get better and then they get worse so the thing to do was to leave at the peak." He said we have civic leaders to ride out the rough times not to cherry pick the good times.

Peter Warfield said he was glad to have heard the comment regarding the collection and hopes we hear more about that. He said WiFi is an issue that he doesn't believe the Commission has ever addressed and there are a number of library branches and the Main, which now have WiFi facilities. He said he has done research relating to Radio Frequency Identification Technology and these issues are also related to WiFi. He referred to two letters that had been written on the subject from the Public Health Department and the EPA.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF JUNE 7, 2007

An anonymous citizen said he had not read the minutes, but he said he wanted to comment on the importance of the minutes and said that we can assume that these minutes are just as bad as always.

Motion: By Commissioner Chin, seconded by Commissioner Bautista to approve the minutes of the regular meeting of June 7, 2007, as amended to correct the spelling of Therese Cason's name on pages 8 and 9.

Action: AYES 6-0: (Bautista, Chin, Coulter, Kane, Gomez and Munson)

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES OF JUNE 21, 2007

An anonymous citizen said he had not read these minutes, but he commented on the process and said that going through the minutes fast is not necessarily a virtue. He said in general spending time on the minutes and making sure we have a solid understanding is a valuable use of our time.

Peter Warfield said that on Item No. 1 under public comment he had made a statement regarding problems with the self-service reserves pick up. He said that the issue was one of privacy and that had not been reflected in the minutes.

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of June 21, 2007, as amended to include language under Peter Warfield's comment under Item No. 1 relating to self-service reserves and clarifying that the issue was related to privacy.

Action: AYES 6-0: (Bautista, Chin, Coulter, Gomez, Kane and Munson)

Vice President Coulter said that Item No. 5 would be heard before Item No. 4.

AGENDA ITEM NO. 5 PARTNERSHIP FOR ACHIEVEMENT WITH SAN FRANCISCO UNIFIED SCHOOL DISTRICT (SFUSD)

City Librarian Luis Herrera explained the background of the partnership and said it was part of the Mayor's Partnership for Achievement. He

introduced Hydra Mendoza, the Mayor's Education liaison to speak about the partnership.

Hydra Mendoza, Mayor Newsom's office, said the intent of the initiative that the Mayor and SFUSD have brought forward is to build a stronger relationship between the City and County of San Francisco and the School District. She said the Department of Children, Youth and Families (DCYF) have done an analysis on where city funding is going in terms of the school district and that the Mayor wants to target funds to assist the school district in a more meaningful way. She said the library portion is a very important part of this partnership. She said the Mayor goes into the schools twice a week and it has been a wonderful experience for him and the students.

Claudia Sandoval, Director of City and School Partnerships, DCYF, said she wanted to commend the library staff and the school district staff on this collaboration. She said this is a way to achieve improvement and provide an enrichment experience for the whole child.

September Jarrett, Director of Policy and Planning, representing Margaret Brodkin, Director of DCYF, said that Margaret had really wanted to attend the meeting and was very impressed with this collaboration. She said a questionnaire was sent to City Departments asking not only what the departments currently do with the school district but what more they could do. She said the Library's response really took the opportunity to be proactive in this partnership.

City Librarian Luis Herrera acknowledged Ann Dalton, who is the Program Administrator for the school district and oversees the school libraries, and thanked her for her participation in this partnership as well.

Toni Bernardi, Chief of Children and Youth Services, San Francisco Public Library (SFPL), explained the elements of the Partnership for Achievement including in-service training resource support for SFUSD teachers and librarians; career and college preparation; collaboration with school library staff; and early literacy development.

Jill Bourne, Deputy City Librarian, explained the library card campaign. She said it is a library card design project administered by the school district with the theme "My Library." She said there were four categories preschool, elementary school, middle school, and high school. Each category had 1 winning design and 3 honorable mention and she showed the winning designs. The winning library cards will be launched with an awards reception in the fall.

Public Comment

An anonymous citizen said the issue of city resources was discussed in 1977 as well as the separation between the goals of the library and the school district. He asked what sort of leveraged resources this represents.

Ann Dalton, Supervisor for Text Books and Libraries, SFUSD, said the school district is excited about expanding upon the collaboration with the City and County of San Francisco and to have an organized approach to letting students know about the resources that the library has to offer. She said there has been an immediate positive response from the library and its staff. As an example, she said the school district has asked the library to support its request for an educational technology grant to enable parents to log on to student records to provide information to parents. She said the library staff has been very supportive and responsive to that request.

Donna Bero, Friends of the San Francisco Public Library (Friends), said the Friends are thrilled with a program like this. She said speaking personally; she had always wished the public institutions in the city would collaborate more closely to leverage all of the talents and resources available. She said this is brilliant in its execution.

Peter Warfield said it was an interesting report. He said the independence of the library is extremely important and his experience with the library as a child was that it was a place where one could go that was not connected to a school and where they had people who would assist you no matter what it was you were interested in. He said he hoped the programs would be developed in such a way as to not lose the independence of the library and that he would like to hear more about the implementation of these programs.

Commission Discussion

Commissioner Bautista said this is an interesting program to help better serve families and children. As a former teacher, she said she wished this had been available when she was teaching.

Commissioner Chin said the spirit of collaboration makes this wonderful for the youth and families of our city. She said there are fewer families with children staying in the city, so the more the city can do to serve families, the more it will insure that families will stay in the city and the city will be more vibrant. She said the academic achievement of our students is of primary importance, so the collaboration that is being forged here is really crucial. She said it would be great to be able to provide services for English language learners, so that they could learn basic skills.

Commissioner Kane thanked the staff and presenters for launching the program. He said it is refreshing that everyone is working together on the education of our youth. He said it would be wonderful to get feedback from teachers and students through surveys so that we can target our resources to the more successful programs and build on this base.

Commissioner Munson agreed with the other Commissioners and said that this is a terrific program.

City Librarian Luis Herrera said that we have had collaborations with the school district in the past but that the difference is we are solidifying that relationship for the benefit of the students.

Commissioner Bautista asked if the library would be evaluating the program.

City Librarian Luis Herrera stated that the program would be evaluated.

Vice President Coulter said that Toni Bernardi should be congratulated on her presentation and all of her hard work on this.

AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera said that the library has ordered 500 books of Harry Potter which will be delivered the same day that the book goes on sale. He said there are already 800 reserves. He said that the Board of Supervisors has approved the Library's budget. He said that on June 25, the Budget and Finance Committee had redirected a proposed cut of $388,000 for expanded hours. The adopted budget does include the expanded operating hours plan and Jill Bourne will give that update.

Jill Bourne, Deputy City Librarian, said that the staff work group on expanded operating hours had developed the goals for 2007/08 to equalize services across the city, and respond to community needs through geographic distribution of open days, services to children and teens, support for and relationships with area schools and access in underserved areas. She said on April 5 the Library Commission had unanimously approved the staff plan for expanded hours with added hours at Bayview. She said because of the additional funding by the Board of Supervisors of $388,553 the new expanded plan will add two additional branches to the total. She said when the Western Addition branch opens it will have additional hours on Sundays and the Park branch will have additional hours on Mondays. She said the overall plan will include a total of 15 full time equivalent staff members, including staff for each branch, plus added positions in custodial, delivery, engineering, security and information technology. She said the next steps are to expedite hiring of the positions. She said funding will be available Oct. 1, so the goal is to start the new hours around that date. She also said there will be promotional information available citywide and in the branches regarding the new hours.

Luis Herrera, City Librarian, said that very few urban libraries are extending their hours so this is very good news for San Francisco. He gave an update on the Charter amendment and said the only change was on page 4, number 3. B. which was amended to read "debt service may be payable from the Annual Set-Aside in any fiscal year in an amount no greater than: the aggregate growth of the Annual Set-Aside amount and the Baseline amount over the base fiscal year 2006-2007." On July 17 the Board of Supervisors approved the Charter amendment to be placed on the November 7 election ballot by a 9-2 vote. He said there was a

very successful groundbreaking for the Portola branch library and said it will be the first city-owned library building in that community and it will open in 2009. He said the Marina branch library opening will be on Saturday, August 4 and he encouraged all the Commissioners to attend.

Kathy Lawhun, Chief of Main, gave an update on the renovations to the Main Library and said that the Borrower Services side of the first floor has reopened. She showed photographs of the area including the self return area, the online application area, new work area, and the new sorting room.

Marti Goddard, Access Services Librarian, gave an overview of the new exhibit in the Jewett Gallery "Raising the Bar: New Horizons in Disability Sport". She said the exhibit is sponsored by Umbrage Editions who published a large format book in association with the International Paralympics Committee and US Paralympics. She said this exhibit was originally shown at the United Nations Building in New York, so it is an honor to have it here. She said the opening program was very exciting. She said the response has been very positive and she showed some photographs from the exhibit. She also talked about related programs to the exhibit.

Tami Suzuki, Municipal Records Archivist San Francisco History Center, said that the History Center's newest exhibit is "The City Redeemed, The Life and Times of Mayor Edward Robeson Taylor."
She said it opens on Wednesday, July 25 and runs through October 12 on the 6th floor of the Main Library. She invited the Commissioners to a reception on Thursday, August 2 from 6 – 7:30 pm. She said the Book Club of California is a co-sponsor.

Luis Herrera said the last exhibit he wanted to highlight was "13+ Contemporary German Artists' Books." He said this exhibit runs from July 21 through October 14 at the Main Library Skylight Gallery. He said there would be an opening reception on Saturday, July 21 at 2:00 pm in the Skylight Gallery.

Public Comment

An anonymous citizen said it was unfortunate that the copies for the public on the expanded operating hours plan were not in color since the hours for the branches were color coded. He said the Board of Supervisors had been pushing for the increased hours and the Library staff has resisted it. He said last year Supervisor Mirkarimi added $480,000 to the budget for expanded hours and then was told that figure had become $447,000. He said last week Supervisor Mirkarimi set aside another $406,000 for additional Sunday hours and now we are told that figure is $388,000.

Peter Warfield asked that non circulating books be kept in the library for popular books such as Harry Potter so that people can at least see the

books. He said there was $2 million moved out of the budget from building structures and improvements and that had not been mentioned. He said he was concerned that the expanded hours had not yet been implemented and he said that Supervisor Mirkarimi had expressed his concern as well.

Commission Discussion

Commissioner Kane said Raising the Bar is an incredible program and he asked if there was any publicity on the website. He asked if it might be able to have the schools involved in a program like this. He asked about the additional hours for the Western Addition branch.

Jill Bourne said the Western Addition branch would have the extended Sunday hours when it opens in early 2008.

Commissioner Bautista said Raising the Bar is an excellent exhibit and asked about the possibility of showing it online.

Marcia Schneider, Manager of Exhibitions and Programs, said she likes the idea of doing a virtual exhibition. She said it would be difficult to take the exhibit to schools because it is on loan, but they will work on bringing in students to see the exhibit.

Vice President Coulter said that a lot of things are going great for the library right now and that gives us an opportunity to improve even further. He said special exhibits and programs help create knowledge and he thinks that is an important role for the library to play. He said there are a lot of areas, like customer satisfaction that we can improve on and instill pride in our library system.

AGENDA ITEM NO. 6 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends, gave an update on the ballot measure for the Library Preservation Fund. She said the Board of Supervisors had endorsed the ballot initiative by a 9-2 vote. She said the Friends will be establishing a Committee in support of the initiative and will be going forward looking for endorsements. She said the ballot committee at San Francisco Planning and Urban Research Association (SPUR) voted to endorse it that morning. She said the Poets 11 program will be coming to its conclusion on Sunday, August 12 in the Koret Auditorium. She said the International Poetry Festival will be taking place July 27-29. She said there is a full roster of poets from all over the world. She also said we have spectacular sponsorships, partnerships and donor support. She thanked everyone for their support of the Portola groundbreaking. She said it was a lot of fun with a lot of people and even break dancing. She invited everyone to the Marina branch opening on August 4; she said there will be clowns, honky-tonk music, crafts and refreshments. She also said to save the date for the October 13 opening of the Glen Park branch. She concluded on a sad note that a great

supporter of the library and Friends, Manny Manahan, had died and she asked that this meeting be adjourned in his honor.

Public Comment

An anonymous citizen said he did not know that SPUR had endorsed the ballot initiative and found it very interesting based on a meeting earlier in the day.

Commission Discussion

Commissioner Chin said it is phenomenal what the Friends are doing and thanked them.

AGENDA ITEM NO. 7 PUBLIC SAFETY PLAN

Luis Herrera, City Librarian, said last fall staff presented to the Commission a comprehensive public safety plan and this report is an update on where we are a year later.

Roberto Lombardi, Director of Facilities, gave the update on security activities at the library. He explained the successful reorganization of the security section. He said the technology upgrades have been very significant with a replacement of the security camera system and an upgrade of the key card system. He said there had been physical security improvements of the buildings and equipment. He said there has been improved security coordination with other city departments including Recreation and Park, Department of Public Works, security coordination with SFPD and Civic Center security coordination. He said that two new positions will be added to security in the upcoming budget.

Sergeant Patrick Kwan gave an update on what has been accomplished in the last year. He said the scheduling was redone, to increase presence and response time at the main and branch libraries and that the two additional positions will improve that as well. He said he restructured the command structure, created more efficient forms, initiated a communication memo, initiated training programs, he implemented the daily briefing, updated alarm notification for branches, updated guidelines and procedures and provided assistance with dealing with problem patrons and dealing with the homeless issues.

Kathy Lawhun, Chief of Main, gave an overview of the first floor restrooms upgrade, collaboration with the San Francisco Homeless Outreach Team, told about other presentations and collaborations, and requiring a more consistent enforcement of the Guidelines for Library Use. She said the feedback from staff has been that public safety has improved, but that behavior issues relating to mental illness and chemical dependency is still a challenge, verbal abuse due to intoxication/drug use is difficult for staff to handle and more security presence is still needed.

Dr. Rajesh Parekh, Director of San Francisco Homeless Outreach Team (HOT), said that HOT is staffed by people from Department of Public Health, the Human Services Agency, and a non-profit, Community Awareness and Treatment Services (CATS). He said outreach and follow up are the main emphasis for the HOT. He said after doing a planning study, working with the library staff, it was decided to have two people at the library at all times to offer outreach inside as well as on the perimeter. He said this has been challenging especially inside the library. He said they have implemented training for library staff and he said they will continue with outreach and case management with the library and the police.

Public Comment

An anonymous citizen said that this report is encouraging and does represent some of the comments he has made before. He said other improvements would be lengthening the time people can spend on computers and getting rid of the book carts.

Peter Warfield said that the men's room in the library does look refreshed and maintained in a professional way. He said he was concerned about the security cameras; he would like to know if they are clear and visible. He said the book carts continue to be an issue.

Commission Discussion

Commissioner Munson said he sees a very dramatic improvement in the last year on public safety.

Commissioner Bautista referred to a news item about a person who was threatened in the library and the concern over some of the smelly patrons and perhaps seating could be further apart.

Commissioner Gomez thanked library staff for presenting this plan and stepping up through training, etc., to help solve some of the problems.

Vice President Coulter said there has been great progress in this area.

Commissioner Chin said it is unfortunate that homeless people have to use the library to rest or clean up and it is a concern. She said sometimes you have to be tough and let the people know what the institution is for.

Luis Herrera, City Librarian, said this was an holistic approach to solving the problem and he very much appreciates the other departments and agencies participating in the solution. He said the vast majority of our users, use the library for its intended purpose.

Roberto Lombardi, Director of Facilities, clarified that there have not been additional cameras added but replacement and upgrades have been made to the existing cameras.

Commissioner Bautista said that in her observation security has done a very good job.

Commissioner Gomez left the meeting at 7:20 p.m.

AGENDA ITEM NO. 8 ADDENDUM TO GUIDELINES FOR LIBRARY USE

Vice President Coulter explained that because of Charter Section 4.104(a)'s requirement that 10 days notice be given for any rules change, action could not be taken on this item at this meeting and the item would be heard at the August 16 meeting.

AGENDA ITEM NO. 9 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly report and said that the budget report included the most recent budget changes made by the Commission on June 19 and lists every budget change to the bond program that the Commission has made since its inception. She said every revision requires Commission action. She explained the current Schedule Report and said that it shows the schedule that was approved by the Commission on March 1 and lists every schedule change to the bond program since its inception. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She explained the Active Projects Report including information on new construction and renovations; the Construction Report; and she showed photographs of some of the projects in construction and from the groundbreaking at the Portola branch on July 17. She also gave the Community Outreach report highlighting the upcoming opening of the Marina Branch library on Saturday, August 4 and the Glen Park opening celebrating on Saturday, October 13.

Public Comment

An anonymous citizen said he regretted that the Commission had trailed the Addendum to Guidelines for Library Use because it will not have the continuity of following the Public Safety Plan presentation.

Peter Warfield said that he appreciated the clarification that all of the security cameras are inside the library except for the one in the loading dock area. He would still like to know where the interior cameras are located. He also asked about cameras in the new renovations and asked what has happened regarding the disposition of the collections that have been removed from libraries for renovation.

Commission Discussion

Commissioner Bautista said she would like to commend Marilyn Thompson for her presentation.

AGENDA ITEM NO. 10 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 11 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 10 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, July 19, 2007 in memory of Manny Manahan, a long time volunteer and member of the Friends, and Mary Miller Moses, who retired in 1971 as the Chief of Branches.

Public Comment

There was no public comment on this item.

ACTION: AYES: 5-0. (Bautista, Chin, Coulter, Kane and Munson).

The regular meeting of July 19, 2007, of the San Francisco Public Library Commission adjourned at 7:42 p.m.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.

AUG 21 2007

SAN FRANCISCO
PUBLIC LIBRARY

Gavin Newsom
Mayor

Charles A. Higueras, M.D.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Connie K. Chin
Ewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Joe Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of July 19, 2007

(As amended and approved at the regular meeting on August 16, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, July 19, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:35 pm

Commissioners present: Bautista, Chin, Coulter, and Munson.

Commissioners Gomez and Kane arrived at 4:42 pm.

President Higueras was excused.

Vice President Coulter served as Acting President.

Vice President Coulter stated that Item No. 8, Addendum to Guidelines for Library Use will be a discussion item only and no action will be taken. He said that Item No. 5, Partnership for Achievement with the San Francisco Unified School District would be heard before Item 4, City Librarian's Report.

AGENDA ITEM NO. 1 PUBLIC COMMENT

Richard Tilles said he is a frequent user of the library and that he and his wife are active with the Friends of the Library. However, he said he is disappointed with the Library's music collection. He said it was incomplete and old and the music collection in the Portland Library is far superior so he was wondering if anything is being done to upgrade the music collection here.

City Librarian Luis Herrera said that staff will look into this and will report back to the Commission.

An anonymous citizen said that Kevin Shelley had quoted Phillip Burton, who said, "In government things get better and then they get worse so the thing to do was to leave at the peak." The anonymous citizen said we have civic leaders to ride out the rough times not to cherry pick the good times.

Peter Warfield said he was glad to have heard the comment regarding the collection and hopes we hear more about that. He said WiFi is an issue that he doesn't believe the Commission has ever addressed and there are a number of library branches and the Main, which now have WiFi facilities. He said he has done research relating to Radio Frequency Identification Technology and these issues are also related to WiFi. He referred to two letters that had been written on the subject from the Public Health Department and the EPA.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF JUNE 7, 2007

An anonymous citizen said he had not read the minutes, but he said he wanted to comment on the importance of the minutes and said that we can assume that these minutes are just as bad as always.

Motion: By Commissioner Chin, seconded by Commissioner Bautista to approve the minutes of the regular meeting of June 7, 2007, as amended to correct the spelling of Therese Cason's name on pages 8 and 9.

Action: AYES 6-0: (Bautista, Chin, Coulter, Kane, Gomez and Munson)

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES OF JUNE 21, 2007

An anonymous citizen said he had not read these minutes, but he commented on the process and said that going through the minutes fast is not necessarily a virtue. He said in general spending time on the minutes and making sure we have a solid understanding is a valuable use of our time.

Peter Warfield said that on Item No. 1 under public comment he had made a statement regarding problems with the self-service reserves pick up. He said that the issue was one of privacy and that had not been reflected in the minutes.

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of June 21, 2007, as amended to include language under Peter Warfield's comment under Item No. 1 relating to self-service reserves and clarifying that the issue was related to privacy.

Action: AYES 6-0: (Bautista, Chin, Coulter, Gomez, Kane and Munson)

Vice President Coulter said that Item No. 5 would be heard before Item No. 4.

AGENDA ITEM NO. 5 PARTNERSHIP FOR ACHIEVEMENT WITH SAN FRANCISCO UNIFIED SCHOOL DISTRICT (SFUSD)

City Librarian Luis Herrera explained the background of the partnership and said it was part of the Mayor's Partnership for Achievement. He introduced Hydra Mendoza, the Mayor's Education liaison to speak about the partnership.

Hydra Mendoza, Mayor Newsom's office, said the intent of the initiative that the Mayor and SFUSD have brought forward is to build a stronger relationship between the City and County of San Francisco and the School District. She said the Department of Children, Youth and Families (DCYF) have done an analysis on where city funding is going in terms of the school district and that the Mayor wants to target funds to assist the school district in a more meaningful way. She said the library portion is a very important part of this partnership. She said the Mayor goes into the schools twice a week and it has been a wonderful experience for him and the students.

Claudia Sandoval, Director of City and School Partnerships, DCYF, said she wanted to commend the library staff and the school district staff on this collaboration. She said this is a way to achieve improvement and provide an enrichment experience for the whole child.

September Jarrett, Director of Policy and Planning, representing Margaret Brodkin, Director of DCYF, said that Margaret had really wanted to attend the meeting and was very impressed with this collaboration. She said a questionnaire was sent to City Departments asking not only what the departments currently do with the school district but what more they could do. She said the Library's response really took the opportunity to be proactive in this partnership.

City Librarian Luis Herrera acknowledged Ann Dalton, who is the Program Administrator for the school district and oversees the school libraries, and thanked her for her participation in this partnership as well.

Toni Bernardi, Chief of Children and Youth Services, San Francisco Public Library (SFPL), explained the elements of the Partnership for Achievement including in-service training resource support for SFUSD teachers and librarians; career and college preparation; collaboration with school library staff; and early literacy development.

Jill Bourne, Deputy City Librarian, explained the library card campaign. She said it is a library card design project administered by the school district with the theme "My Library." She said there were four categories preschool, elementary school, middle school, and high school. Each category had 1 winning design and 3 honorable mention and she showed the winning designs. The winning library cards will be launched with an awards reception in the fall.

Public Comment

An anonymous citizen said the issue of city resources was discussed in 1977 as well as the separation between the goals of the library and the

school district. He asked what sort of leveraged resources this represents.

Ann Dalton, Supervisor for Text Books and Libraries, SFUSD, said the school district is excited about expanding upon the collaboration with the City and County of San Francisco and to have an organized approach to letting students know about the resources that the library has to offer. She said there has been an immediate positive response from the library and its staff. As an example, she said the school district has asked the library to support its request for an educational technology grant to enable parents to log on to student records to provide information to parents. She said the library staff has been very supportive and responsive to that request.

Donna Bero, Friends of the San Francisco Public Library (Friends), said the Friends are thrilled with a program like this. She said speaking personally; she had always wished the public institutions in the city would collaborate more closely to leverage all of the talents and resources available. She said this is brilliant in its execution.

Peter Warfield said it was an interesting report. He said the independence of the library is extremely important and his experience with the library as a child was that it was a place where one could go that was not connected to a school and where they had people who would assist you no matter what it was you were interested in. He said he hoped the programs would be developed in such a way as to not lose the independence of the library and that he would like to hear more about the implementation of these programs.

Commission Discussion

Commissioner Bautista said this is an interesting program to help better serve families and children. As a former teacher, she said she wished this had been available when she was teaching.

Commissioner Chin said the spirit of collaboration makes this wonderful for the youth and families of our city. She said there are fewer families with children staying in the city, so the more the city can do to serve families, the more it will insure that families will stay in the city and the city will be more vibrant. She said the academic achievement of our students is of primary importance, so the collaboration that is being forged here is really crucial. She said it would be great to be able to provide services for English language learners, so that they could learn basic skills.

Commissioner Kane thanked the staff and presenters for launching the program. He said it is refreshing that everyone is working together on the education of our youth. He said it would be wonderful to get feedback from teachers and students through surveys so that we can target our resources to the more successful programs and build on this base.

Commissioner Munson agreed with the other Commissioners and said that this is a terrific program.

City Librarian Luis Herrera said that we have had collaborations with the school district in the past but that the difference is we are solidifying that relationship for the benefit of the students.

Commissioner Bautista asked if the library would be evaluating the program.

City Librarian Luis Herrera stated that the program would be evaluated.

Vice President Coulter said that Toni Bernardi should be congratulated on her presentation and all of her hard work on this.

AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera said that the library has ordered 500 books of Harry Potter which will be delivered the same day that the book goes on sale. He said there are already 800 reserves. He said that the Board of Supervisors has approved the Library's budget. He said that on June 25, the Budget and Finance Committee had redirected a proposed cut of $388,000 for expanded hours. The adopted budget does include the expanded operating hours plan and Jill Bourne will give that update.

Jill Bourne, Deputy City Librarian, said that the staff work group on expanded operating hours had developed the goals for 2007/08 to equalize services across the city, and respond to community needs through geographic distribution of open days, services to children and teens, support for and relationships with area schools and access in underserved areas. She said on April 5 the Library Commission had unanimously approved the staff plan for expanded hours with added hours at Bayview. She said because of the additional funding by the Board of Supervisors of $388,553 the new expanded plan will add two additional branches to the total. She said when the Western Addition branch opens it will have additional hours on Sundays and the Park branch will have additional hours on Mondays. She said the overall plan will include a total of 15 full time equivalent staff members, including staff for each branch, plus added positions in custodial, delivery, engineering, security and information technology. She said the next steps are to expedite hiring of the positions. She said funding will be available Oct. 1, so the goal is to start the new hours around that date. She also said there will be promotional information available citywide and in the branches regarding the new hours.

Luis Herrera, City Librarian, said that very few urban libraries are extending their hours so this is very good news for San Francisco. He gave an update on the Charter amendment and said the only change was on page 4, number 3. B. which was amended to read "debt service may be payable from the Annual Set-Aside in any fiscal year in an amount no greater than: the aggregate growth of the Annual Set-Aside amount and

the Baseline amount over the base fiscal year 2006-2007." On July 17 the Board of Supervisors approved the Charter amendment to be placed on the November 7 election ballot by a 9-2 vote. He said there was a very successful groundbreaking for the Portola branch library and said it will be the first city-owned library building in that community and it will open in 2009. He said the Marina branch library opening will be on Saturday, August 4 and he encouraged all the Commissioners to attend.

Kathy Lawhun, Chief of Main, gave an update on the renovations to the Main Library and said that the Borrower Services side of the first floor has reopened. She showed photographs of the area including the self return area, the online application area, new work area, and the new sorting room.

Marti Goddard, Access Services Librarian, gave an overview of the new exhibit in the Jewett Gallery "Raising the Bar: New Horizons in Disability Sport". She said the exhibit is sponsored by Umbrage Editions who published a large format book in association with the International Paralympics Committee and US Paralympics. She said this exhibit was originally shown at the United Nations Building in New York, so it is an honor to have it here. She said the opening program was very exciting. She said the response has been very positive and she showed some photographs from the exhibit. She also talked about related programs to the exhibit.

Tami Suzuki, Municipal Records Archivist San Francisco History Center, said that the History Center's newest exhibit is "The City Redeemed, The Life and Times of Mayor Edward Robeson Taylor."
She said it opens on Wednesday, July 25 and runs through October 12 on the 6th floor of the Main Library. She invited the Commissioners to a reception on Thursday, August 2 from 6 – 7:30 pm. She said the Book Club of California is a co-sponsor.

Luis Herrera said the last exhibit he wanted to highlight was "13+ Contemporary German Artists' Books." He said this exhibit runs from July 21 through October 14 at the Main Library Skylight Gallery. He said there would be an opening reception on Saturday, July 21 at 2:00 pm in the Skylight Gallery.

Public Comment

An anonymous citizen said it was unfortunate that the copies for the public on the expanded operating hours plan were not in color since the hours for the branches were color coded. He said the Board of Supervisors had been pushing for the increased hours and the Library staff has resisted it. He said last year Supervisor Mirkarimi added $480,000 to the budget for expanded hours and then was told that figure had become $447,000. He said last week Supervisor Mirkarimi set aside another $406,000 for additional Sunday hours and now we are told that figure is $388,000.

Peter Warfield asked that non circulating books be kept in the library for popular books such as Harry Potter so that people can at least see the books. He said there was $2 million moved out of the budget from building structures and improvements and that had not been mentioned. He said he was concerned that the expanded hours had not yet been implemented and he said that Supervisor Mirkarimi had expressed his concern as well.

Commission Discussion

Commissioner Kane said Raising the Bar is an incredible program and he asked if there was any publicity on the website. He asked if it might be able to have the schools involved in a program like this. He asked about the additional hours for the Western Addition branch.

Jill Bourne said the Western Addition branch would have the extended Sunday hours when it opens in early 2008.

Commissioner Bautista said Raising the Bar is an excellent exhibit and asked about the possibility of showing it online.

Marcia Schneider, Manager of Exhibitions and Programs, said she likes the idea of doing a virtual exhibition. She said it would be difficult to take the exhibit to schools because it is on loan, but they will work on bringing in students to see the exhibit.

Vice President Coulter said that a lot of things are going great for the library right now and that gives us an opportunity to improve even further. He said special exhibits and programs help create knowledge and he thinks that is an important role for the library to play. He said there are a lot of areas, like customer satisfaction that we can improve on and instill pride in our library system.

AGENDA ITEM NO. 6 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends, gave an update on the ballot measure for the Library Preservation Fund. She said the Board of Supervisors had endorsed the ballot initiative by a 9-2 vote. She said the Friends will be establishing a Committee in support of the initiative and will be going forward looking for endorsements. She said the ballot committee at San Francisco Planning and Urban Research Association (SPUR) voted to endorse it that morning. She said the Poets 11 program will be coming to its conclusion on Sunday, August 12 in the Koret Auditorium. She said the International Poetry Festival will be taking place July 27-29. She said there is a full roster of poets from all over the world. She also said we have spectacular sponsorships, partnerships and donor support. She thanked everyone for their support of the Portola groundbreaking. She said it was a lot of fun with a lot of people and even break dancing. She invited everyone to the Marina branch opening on August 4; she said there will be clowns, honky-tonk music, crafts and refreshments. She also said to save the date for the October 13 opening

of the Glen Park branch. She concluded on a sad note that a great supporter of the library and Friends, Manny Manahan, had died and she asked that this meeting be adjourned in his honor.

Public Comment

An anonymous citizen said he did not know that SPUR had endorsed the ballot initiative and found it very interesting based on a meeting earlier in the day.

Commission Discussion

Commissioner Chin said it is phenomenal what the Friends are doing and thanked them.

AGENDA ITEM NO. 7 PUBLIC SAFETY PLAN

Luis Herrera, City Librarian, said last fall staff presented to the Commission a comprehensive public safety plan and this report is an update on where we are a year later.

Roberto Lombardi, Director of Facilities, gave the update on security activities at the library. He explained the successful reorganization of the security section. He said the technology upgrades have been very significant with a replacement of the security camera system and an upgrade of the key card system. He said there had been physical security improvements of the buildings and equipment. He said there has been improved security coordination with other city departments including Recreation and Park, Department of Public Works, security coordination with SFPD and Civic Center security coordination. He said that two new positions will be added to security in the upcoming budget.

Sergeant Patrick Kwan gave an update on what has been accomplished in the last year. He said the scheduling was redone, to increase presence and response time at the main and branch libraries and that the two additional positions will improve that as well. He said he restructured the command structure, created more efficient forms, initiated a communication memo, initiated training programs, he implemented the daily briefing, updated alarm notification for branches, updated guidelines and procedures and provided assistance with dealing with problem patrons and dealing with the homeless issues.

Kathy Lawhun, Chief of Main, gave an overview of the first floor restrooms upgrade, collaboration with the San Francisco Homeless Outreach Team, told about other presentations and collaborations, and requiring a more consistent enforcement of the Guidelines for Library Use. She said the feedback from staff has been that public safety has improved, but that behavior issues relating to mental illness and chemical dependency is still a challenge, verbal abuse due to intoxication/drug use is difficult for staff to handle and more security presence is still needed.

Dr. Rajesh Parekh, Director of San Francisco Homeless Outreach Team (HOT), said that HOT is staffed by people from Department of Public Health, the Human Services Agency, and a non-profit, Community Awareness and Treatment Services (CATS). He said outreach and follow up are the main emphasis for the HOT. He said after doing a planning study, working with the library staff, it was decided to have two people at the library at all times to offer outreach inside as well as on the perimeter. He said this has been challenging especially inside the library. He said they have implemented training for library staff and he said they will continue with outreach and case management with the library and the police.

Public Comment

An anonymous citizen said that this report is encouraging and does represent some of the comments he has made before. He said other improvements would be lengthening the time people can spend on computers and getting rid of the book carts.

Peter Warfield said that the men's room in the library does look refreshed and maintained in a professional way. He said he was concerned about the security cameras; he would like to know if they are clear and visible. He said the unshelved books on the book carts continue to be an issue.

Commission Discussion

Commissioner Munson said he sees a very dramatic improvement in the last year on public safety.

Commissioner Bautista referred to a news item about a person who was threatened in the library and the concern over some of the smelly patrons and perhaps seating could be further apart.

Commissioner Gomez thanked library staff for presenting this plan and stepping up through training, etc., to help solve some of the problems.

Vice President Coulter said there has been great progress in this area.

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Luis Herrera, City Librarian, said this was an holistic approach to solving the problem and he very much appreciates the other departments and agencies participating in the solution. He said the vast majority of our users, use the library for its intended purpose.

Roberto Lombardi, Director of Facilities, clarified that there have not been additional cameras added but replacement and upgrades have been made to the existing cameras.

Commissioner Bautista said that in her observation security has done a very good job.

Commissioner Gomez left the meeting at 7:20 p.m.

AGENDA ITEM NO. 8 ADDENDUM TO GUIDELINES FOR LIBRARY USE

Vice President Coulter explained that because of Charter Section 4.104(a)'s requirement that 10 days notice be given for any rules change, action could not be taken on this item at this meeting and the item would be heard at the August 16 meeting.

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Public Comment

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Commission Discussion

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AGENDA ITEM NO. 10 LABOR UNION REPORT

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AGENDA ITEM NO. 11 NEW BUSINESS

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AGENDA ITEM NO. 10 ADJOURNMENT

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Public Comment

There was no public comment on this item.

ACTION: AYES: 5-0. (Bautista, Chin, Coulter, Kane and Munson).

The regular meeting of July 19, 2007, of the San Francisco Public Library Commission adjourned at 7:42 p.m.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102 - 4733

NOTICE OF PUBLIC HEARING ON AMENDMENTS TO GUIDELINES FOR LIBRARY USE

Pursuant to Charter section 4.104(a)(1), notice is hereby given that the San Francisco Public Library Commission will hold a public hearing to consider and possibly vote on amendments to the "Guidelines for Library Use" at its next regularly scheduled meeting on Thursday, August 16, 2007.

Copies of the proposed amendments to Guidelines for Library use are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor; (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3) on the Library's website at www.sfpl.org.

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SAN FRANCISCO
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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Dewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, August 16, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
(Presentation, discussion and possible action to approve the minutes of the regular meeting of July 19, 2007.)
Explanatory document: draft minutes.

3. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules.

4. FEASIBILITY STUDY FOR RE-USE OF 201 LELAND AVENUE FOR NEW VISITACION VALLEY BRANCH LIBRARY **ACTION**
(Presentation, discussion and possible action on the "Visitacion Valley New Branch Library Feasibility Study for Adaptive Re-Use of 201 Leland Avenue" commissioned by Friends of the San Francisco Public Library.)
Explanatory document: Visitacion Valley New Branch Library Feasibility Study for Adaptive Re-Use of 201 Leland Avenue (July 6, 2007)

5. AMENDMENTS TO GUIDELINES FOR LIBRARY USE **ACTION**
(Presentation, discussion and possible action to amend the Guidelines for Library Use.)
Explanatory documents: Cover memo, draft Guidelines for Library Use with underline additions dated July 19, 2007.

6. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements.) The City Librarian will give updates on the following topics: Link Plus interlibrary lending program; Marina Branch opening; Music Collection; library legislative issues and highlights on exhibitions and programs.

7. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 8/10/2007

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2007agendas.htm.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Sue Blackman, Commission Secretary 03/29/07

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of August 16, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, August 16, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:40 pm

Commissioners present: Chin, Coulter, Gomez, Kane and Munson.

President Higueras arrived at 4:45 pm

Commissioner Bautista arrived at 4:47 pm

DOCUMENTS DEPT.

AUG 3 1 2007

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA ITEM NO. 1 PUBLIC COMMENT

Donna Bero, Friends and Foundation San Francisco Public Library, said it would be nice to open the meeting on a positive note and read a letter to the Editor from that day's San Francisco Chronicle complimenting the library and the Friends for their fine work and service they perform. She said she spoke to the author of the letter, James Tunnell, who said that he meant every word of the letter and wanted to pass on his words of congratulations to the Library Commission.

An anonymous citizen said that he wanted to assure the Commission that a letter written under the name of Charles Higueras in the Bay Guardian was not written by the speaker, but the question is whether he would do something like that in order to match the library insult for insult.

Peter Warfield said it was good to have a new branch library opening, however, the Marina branch opened more than three years late and was supposed to be one of the first completed and was not. He said that that branch also seems to have fewer books than it used to have. He said the ballot simplification committee listened to his suggestions on some issues but others they did not so in his opinion the description of the ballot measure is highly biased, inaccurate and misleading. He said on August 6, 2007 a lawsuit was filed on his behalf against the Library with respect to his seeking information unsuccessfully from the Library sometime back.

Mauricio Vela, Save the Bernal Preschool Stop the Eviction campaign, said that Wednesday was the first day at the temporary site and that they have raised some money for a new site. He said it was discouraging that they had been harassed by the Library staff to move out before the library site was ready.

Bill Hale said he would like to improve the patron experience at some of the libraries. He said parking issues need to be improved for in/out parking for patrons at the branch libraries. He said there had been no parking studies done for the branch libraries. He said that parking restrictions especially in green zones need to be enforced.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF JULY 19, 2007

An anonymous citizen said at the bottom of page one is a quote from Phillip Burton, which is actually from Kevin Shelley and he said he went on to say that government's responsibility is not something that should be exploited.

Peter Warfield said on page 2 under approval of the minutes of June 21, he had made a very strong statement that the current self-service reserve system busts privacy. It breaks the privacy issue that is the Library's ethical obligation when books are left on the shelves with the names of the patrons requesting them easily visible to the public. On page 9 under Public Comment he said the issue was unshelved books on the book carts, not the book carts themselves.

Commissioner Coulter asked the Secretary to check the quotation the anonymous citizen referred to and said that on page 10 under Public Comment it says that the anonymous citizen had said that an item had been "trailed" and it should read "tabled."

Motion: By Commissioner Chin, seconded by Commissioner Munson to approve the minutes of the regular meeting of July 19, 2007, as amended to clarify the quotations on page 1 from the anonymous citizen; to change the word "trailed" to "tabled" on page 10 under public comment from the anonymous citizen; and to clarify on page 10 Peter Warfield's comment under Agenda Item 9 that he was referring to unshelved books on the book carts because of the privacy issue, not the book carts themselves.

Action: AYES 6-0: (Chin, Coulter, Kane, Gomez, Higueras and Munson)

AGENDA ITEM NO. 3 BOND PROGRAM MANAGER'S REPORT

Mindy Linetzky, Bond Program Administrator, said that there were no informational or special reports. She gave the regular monthly report and said that the budget report included the most recent budget changes made by the Commission on July 19 and lists every budget change to the bond program that the Commission has made since its inception. She

said every revision requires Commission action. She explained the current Schedule Report and said that it shows the schedule that was approved by the Commission on March 1 and lists every schedule change to the bond program since its inception. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She explained the Active Projects Report including information on new construction and renovations; and the Construction Report. She said that the report just given was mistakenly last month's data but the correct information was available on the handouts in the back. She showed photographs of some of the projects currently in construction and from the Marina Branch Library Grand Re-opening held Saturday August 4. She also gave the Community Outreach report highlighting the Glen Park opening celebration on Saturday, October 13.

Public Comment

An anonymous citizen said he was also at the Marina opening and said it would be nice if he could show PowerPoint presentations as well. He said he is grateful the Glen Park Branch is opening in October just in time for Election Day, but the program is still egregiously behind.

Peter Warfield said he is interested in who the planning consultants are and what they are being paid. He said it would be useful for the Commission to ask that the plans for the programs for the new branches come before the Commission so that they can provide direction. He said he was disappointed that it seems that the shelving in the new branches seems to be all metal and that shelving made of wood or something that looks like wood would be much nicer. He said he also went to the Marina branch opening and it was very festive, but he said that this opening was more than three years late.

Mauricio Vela, Bernal Preschool said as he mentioned earlier the school was forced out in June, and asked about the current timeline for the branch.

Commission Discussion

President Higueras asked the City Librarian to comment on the Planning consultants.

Luis Herrera, City Librarian, stated that staff is very involved with the consultants and the projects do require librarian expertise, but the consultants bring in additional expertise. He said that not all of our staff members have the expertise needed and that is the reason for hiring the consultants.

Commissioner Chin said that it is unfortunate if the furnishings for the library are not what they could be, but without the Friends raising money where would the furnishings come from? She also said regarding the Bernal Preschool she was sorry to hear that the Paul Revere School was

unsatisfactory to Mr. Vela and the Preschool, but she said that this is a much respected school and that the children will be supported at this location.

Mindy Linetzky, Bond Program Administrator said that they are planning to go out for bid for the Bernal Heights branch in September and construction is scheduled to begin in November. She said the construction documents have been delayed a couple of months.

AGENDA ITEM NO. 4 FEASIBILITY STUDY FOR RE-USE OF 201 LELAND AVENUE FOR NEW VISITACION VALLEY BRANCH LIBRARY

City Librarian Luis Herrera said that the residents of Visitacion Valley have strong ownership on this project. When the Library did not receive the State funding it had anticipated, there was strong concern from the community members. Several members of the community urged the Library to consider alternatives to move the project forward. He said one of the ideas was to explore the adaptive re-use of the building that is currently on the site that was purchased for the Library. Because of this concern, Navigant Consulting was hired by the Friends of the Library to perform a study on the possible re-use of the existing building.

Darin Buchalter, Managing Director, Navigant Consulting, said that Navigant Consulting is a specialized consulting firm with about $800 million revenue and 2,000 consulting professionals around the world. He said there is a detailed report available at the back of the room and he will be summarizing that report. He said the scope was to look at the engineering feasibility of the adaptive re-use option and the likelihood that adaptive re-use versus new construction would result in cost and schedule savings. He said there were code and system deficiencies in the existing building and that there was a very small portion of the existing building which could be used for adaptive re-use. He said that new construction would be considerably less expensive trying to rehabilitate part of the existing building. He said that Navigant's opinion would be that it would take an additional 6 – 12 months and additional costs of up to $1.3 million to pursue adaptive re-use. He said it was their opinion that the Library Commission should proceed with the design and construction of an all-new facility at 201 Leland Avenue per the approved schematic design.

Public Comment

An anonymous citizen asked why the Friends and Foundation paid for this study and what the political lack of independence means to a report like this. He said that this does not look like a $100,000 report. He also said when Susan Hildreth, the previous City Librarian, presented the last cycle for Prop 14 funding from the State there were five scenarios on the Branch Library Improvement Program (BLIP) depending on how much we received. In every scenario money was to have flown to the Visitacion Valley branch.

Catherine Williamson a resident of Visitacion Valley and employed by the Community Development Commission there, said thank you to the Commission for looking at the option of re-using the building there. She said the residents really want their library and she said she encourages the Library to reexamine the design for the library because of all of the development occurring in the neighborhood and ensuring that the library will best serve the projected population of the neighborhood.

Fran Martin, Visitacion Valley Planning Alliance and Visitacion Valley Greenway Project, said that one of the funding sources will be the fee ordinance which the Visitacion Valley Planning Alliance fought to get from developers which will help to fund the branch library. She said the community is ecstatic to go beyond this divisive issue of the reuse of the existing building. She said the community overwhelming supports new construction for the library. She said the community looks forward to the upcoming design meetings.

Russel Morine, resident of Visitacion Valley said $11.4 million should buy a bigger branch. The current plans are for 8700 sq. feet and we should be able to build a bigger branch for that amount of money. He said there has been a rush to the current design. He said the community really wasn't behind the current design. He said we currently have a 10,000 sq. ft. site let's design a building that will fill that site. He said the report addressed some of the issues but it did not answer all of them.

Marlene Trent, Visitacion Valley Asian Alliance, thanked the Commission and said they are very excited about having a new library.

Edie Epps, Visitacion Valley resident and business owner, said this was a question we had, but it wasn't really something that was dividing our community. She said thank you for answering the question and she said the community does need a larger library than what is shown in the design to serve the needs of our citizens and children of the community.

Betty Parshall, Visitacion Valley resident and member of the Visitacion Valley History Project, and author of the neighborhood Visitacion Valley book, said that all proceeds of that book go to the Visitacion Valley branch library fund. She said on September 9 there will be a Street Fair on Leland Avenue and they will have their used book table and the proceeds will go to the Visitacion Valley library fund. She referred to a letter sent to the Commission from the Visitacion Valley History Project stating they were ready to move on and thanked everyone for responding to their questions. She added that the community will continue to push for the use of the maximum space for the footprint of the site and that the library should be on the cutting edge of green construction.

Peter Warfield said if only one side was able to hire a consultant, you might find a question of whether that consultant was impartial. He said the Friends paid for the study and they are a support group for the Library, and the Library has indicated what it wants at this site. He asked

if the Commission gave the Friends the authority to hire this consultant. He also said there was a mention of a program in the study and he would like to know what that program was. He also said he questions the qualifications of the consultant.

Commission Discussion

President Higueras said that because there was an insufficient understanding about the possible re-use of the existing building the Library had an obligation to perform this inquiry. He said that Navigant Consulting's credentials are beyond reproach and their skill set is more than sufficient.

Luis Herrera, City Librarian, said one of the issues was costs and the Library did not want to impact the budget for the Library so the Friends of the Library offered to pay for this feasibility study. He said staff is looking at the programmatic needs and changes that might need to be needed for the new library. He said we are also working with the Bureau of Architecture to review and revise the plans and will come back to the community in the fall. He said he is concerned about whether they can expand the size of the library. He said it does meet the needs of the projected population which is about 19,000. He said the amount of funding dictates the 8500 sq. ft. but we will look at possible cost efficiencies and he added that the 8500 sq. ft is at least three times the space that is at the current branch.

President Higueras said that any project concerns itself with three parameters: scope, cost and quality; you can fix two, but you can't fix all three. He said at the end of the day there is an obligation to meet budget and meet community expectations.

Commissioner Bautista said that she visited the site that afternoon and said she is glad the recommendation is to demolish the building and build a new one on the site. She said we need to look forward and make this a green building and make sure there is plenty of room for the children and teens and a community room.

Commissioner Gomez thanked Navigant Consulting for their report and the Friends for being able to fund this and provide some answers to these questions.

Commissioner Chin said most of the community is very interested in a new library and she was pleased that the Friends paid for the study so that money from the Library's budget for the library would not have to be spent.

Motion: By Commissioner Munson, seconded by Commissioner Gomez to endorse the recommendation to proceed with a new building at the Visitacion Valley site and drop the idea of re-using the new building.

Action: AYES 7-0: (Bautista, Chin, Coulter, Kane, Gomez, Higueras and Munson)

Luis Herrera, City Librarian, added that the action taken by the Commission in March helped to bridge the funding gap so the $11.4 million is in place.

AGENDA ITEM NO. 5 AMENDMENTS TO GUIDELINES FOR LIBRARY USE

Jill Bourne, Deputy City Librarian, referred to a memo to the Commissioners dated July 13, 2007, recommending approval of the proposed amendments to Guidelines for Library Use. She said they were last approved in 2001 and since that time some issues have arisen regarding behavior of our patrons. She read into the record the nine proposed additions to the Guidelines. She said that some of these are already referred to in rules related to our library card use and our public computers and some are also illegal. Including these behaviors in the Guidelines for Library Use will give staff the ability to enforce these rules consistently and maintain the safety of Library facilities and accessibility of Library resources.

Public Comment

An anonymous citizen said that he was concerned that this item was trailed from the last meeting because it is part of the Public Safety Plan that was discussed at the last meeting. He read a stanza from a poem by the new US Poet Laureate. He said some of these guidelines are blatant illegalities.

Peter Warfield said there was a little good and a little not so good in these guidelines. He said that staff should have reached out to other types of groups in the community for input. He said he was under the impression that many advocacy groups have not been consulted or reached out to in the preparation of these guidelines. He did some outreach himself and had at least one good report on these guidelines.

Andrea Grimes, Librarian at the Main Library and library union chapter officer for Local 127, said she has witnessed and experienced some of the behaviors outlined here. She said it is heartening to see cooperation with other city Departments and administration being more productive and pro-active. She said the morale of the staff and the users has taken an upturn and she recommends the approval of these guidelines.

Commission Discussion

President Higueras said this is a behavioral issue and our objective is to ensure that all our libraries are safe and secure for everyone and anyone and that the environment is not a disincentive to come to the Library. He said the Library has a cutting edge program in working with the Homeless

Outreach Team and Police Department and this approach is entirely empathetic.

Commissioner Coulter said he is pleased with the way the Library interacts with the homeless. He requested more information on the issues relating to use of computers.

Jill Bourne, Deputy City Librarian, said that the computer issue has been a problem and that these rules have been posted on our web page on our computer use guidelines and Frequently Asked Questions page so we wanted to add them to the guidelines so that there are consistent guidelines for staff to be able to enforce the rules equitably across the system. She also spoke regarding suspensions and said that any one suspended more than 3 days has the opportunity to appeal.

Commissioner Bautista said that stealing is a criminal offense and we need to be clear on enforcement when people are caught stealing.

Commissioner Munson asked about the guideline relating to offensive nakedness.

Jill Bourne said that that language was suggested by Sergeant Patrick Kwan and said it relates to the language used by the police when issuing a citation.

Motion: By Commissioner Coulter, seconded by Commissioner Munson to approve the amendments to the Guidelines for Library Use.

Action: AYES 7-0: (Bautista, Chin, Coulter, Kane, Gomez, Higueras and Munson)

AGENDA ITEM NO. 6 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian said that last February the Library introduced Link+, a service which is part of a consortium that allows borrowers in San Francisco to access collections from other libraries and that this is a six month report on the program.

Vivian Pisano, Chief of Information Technology, said the Link+ program was launched on February 26, which is a consortium of 49 California and Nevada libraries that make their collections available to member libraries. She said the program has been very successful since it started. She read some of the comments from our patrons thanking the Library for this service.

Luis Herrera, City Librarian, asked Brian Bannon to give a brief update on the Marina Branch opening.

Brian Bannon, Chief of Branches, said the Marina Branch opening was very successful. He said circulation was up by 30% since we opened the building. He said they were receiving many positive comments from the

patrons of the branch. Regarding the Glen Park Branch, he said that there would be temporary services for a short time from the closure of the existing branch on August 25 to the opening of the new branch on Saturday, October 13 and said they would be using a local coffee shop for story times so that they will continue as well. He said that Senator Hillary Clinton visited the African American Cultural Center, and library staff was excited to be part of that visit.

Luis Herrera, City Librarian, said that at the last meeting there was public comment about the sheet music collection and staff would like to report back on that.

Kathy Lawhun, Chief of Main, gave a brief description of our Library's Music Collection and said it dates back to 1917 and there are over 20,000 scores and about 10,000 reference scores. She said it is a very diverse collection for all musical tastes and needs. The gentleman who made the comment at the last Commission meeting will be meeting with staff in the next week.

Luis Herrera, City Librarian, gave an update on legislative issues. He said the Public Library Fund at the State was at an impasse because of the budget being held up, but it should be the same level as in the previous year. He said that the legislation on Construction Bond dollars is on a suspense file so it is pretty much dead this year. He also gave updates on some of the upcoming events and programs.

Public Comment

An anonymous citizen said he is grateful for the PowerPoint presentation and he said that the slide showing requests by SFPL patrons and SFPL items requested by other libraries was very instructive because it shows that requests outgoing are much bigger than requests incoming. He said he was at the Marina Branch opening as well and that Gladys Hansen, who was one of the staff that opened the branch in 1954, was in attendance. He said the concern about the music collection was regarding items the Library did not have in the collection, not what the Library does have.

Peter Warfield said there was an issue many years ago that the cataloging of the Music Collection was not complete so he asked the Commission to ask for an update on the Cataloging system in general. He said he was very disappointed that statistics related to branches such as seats and volumes are no longer being given. He said it looked like the number of books had declined at the Marina branch. He said with respect to Link+ he is very concerned with the $110 charged for materials if you lose them.

Commission Discussion

President Higueras asked if there were any challenges to the Link+ program.

Luis Herrera, City Librarian, said that the concern at the beginning was the impact on the delivery system but that has not materialized as a problem.

AGENDA ITEM NO. 7 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Friends of the Library, reported on the International Poetry Festival and said it was a wonderful event with very successful readings and amazing press coverage. She said the poets involved loved the library system and have been sending their thanks and thoughts about the City. She thanked the Commission for their support of the Festival. She said they had the final program of Poets Eleven and the 30 poets, who read in the neighborhoods, were brought back to read a poem. She said the ballot measure is moving forward successfully and it now has a letter "Prop D". She said the Friends have been working with groups around the city to gain endorsements and support. She said San Francisco Planning and Research organization (SPUR) has overwhelmingly endorsed it along with San Francisco Tomorrow, the Democratic Central Committee, and several others are in progress. There is support from elected officials, writers from the Bay Area community, other community leaders and there is a great amount of enthusiasm. She said there is a real love fest going on in the city for our libraries and mentioned major news stories in the last few weeks on the Poetry Festival, the Marian Branch opening, and for libraries in general saying they are the "hot ticket" item with people lining up to get in. She mentioned some upcoming events including the "Bad Girls Reading" on September 13 at Fort Mason and an author reading on September 19 at the Friends' Office.

Public Comment

An anonymous citizen said the very fact that the Friends are referring to Prop D as "us" is a reason to vote no on Prop D. He said he has looked at the Friends' financial disclosures and said it made for very interesting reading.

Peter Warfield said that the Poetry Festival was certainly festive and he especially liked the readings that the poets made in their native language. He said with respect to Prop. D the Coalition of San Francisco neighborhoods took no position and said that at one of the meetings handouts were being given and he was stopped from receiving one. He said he thought that was very improper. He said the Ballot Simplification Committee, which is a group by the Elections Department, did make some changes that he had requested. He said it is very troubling that the Friends and Foundation are trying to prevent individuals from speaking.

Commission Discussion

President Higueras said he was pleased the Poetry Festival received a lot of acclaim

Commissioner Coulter said he attended the luncheon and it was outstanding to see the Library associated with something like this.

Commissioner Bautista said she enjoyed the poets reciting their poems in their native language. She said that she spent an afternoon with a few of the poets and took them on the ferry to Sausalito and wanted to show them some good will.

Luis Herrera, City Librarian, said that the Friends had produced an anthology that we will make available to the Commission.

AGENDA ITEM NO. 8 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 9 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 10 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, August 16, 2007.

Public Comment

There was no public comment on this item.

ACTION: AYES: 7-0. (Bautista, Chin, Coulter, Gomez, Higueras, Kane and Munson).

The regular meeting of August 16, 2007, of the San Francisco Public Library Commission adjourned at 7:04 pm

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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Phone 415.557.4233, Fax 415.557.4240

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SEP 10 2007

SAN FRANCISCO
PUBLIC LIBRARY

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
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Larry Kane
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Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of August 16, 2007

(As amended and approved at the regular meeting on September 6, 2007)

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Vice President Coulter called the meeting to order at 4:40 pm

Commissioners present: Chin, Coulter, Gomez, Kane and Munson.

President Higueras arrived at 4:45 pm

Commissioner Bautista arrived at 4:47 pm

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AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF JULY 19, 2007

An anonymous citizen said at the bottom of page one is a quote from Phillip Burton, which is actually from Kevin Shelley and he said he went on to say that government's responsibility is not something that should be exploited.

Peter Warfield said on page 2 under approval of the minutes of June 21, that he had made a very strong statement that the current self-service reserve system busts privacy. It breaks the privacy issue that is the Library's ethical obligation when books are left on the shelves with the names of the patrons requesting them easily visible to the public. On page 9 under Public Comment he said the issue was unshelved books on the book carts, not the book carts themselves.

Commissioner Coulter asked the Secretary to check the quotation the anonymous citizen referred to and said that on page 10 under Public Comment it says that the anonymous citizen had said that an item had been "trailed" and it should read "tabled."

Motion: By Commissioner Chin, seconded by Commissioner Munson to approve the minutes of the regular meeting of July 19, 2007, as amended to clarify the quotations on page 1 from the anonymous citizen; to change the word "trailed" to "tabled" on page 10 under public comment from the anonymous citizen; and to clarify on page 10 Peter Warfield's comment under Agenda Item 9 that he was referring to unshelved books on the book carts because of the privacy issue, not the book carts themselves.

Action: AYES 6-0: (Chin, Coulter, Kane, Gomez, Higueras and Munson)

AGENDA ITEM NO. 3 BOND PROGRAM MANAGER'S REPORT

Mindy Linetzky, Bond Program Administrator, said that there were no informational or special reports. She gave the regular monthly report and

said that the budget report included the most recent budget changes made by the Commission on July 19 and lists every budget change to the bond program that the Commission has made since its inception. She said every revision requires Commission action. She explained the current Schedule Report and said that it shows the schedule that was approved by the Commission on March 1 and lists every schedule change to the bond program since its inception. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She explained the Active Projects Report including information on new construction and renovations; and the Construction Report. She said that the report just given was mistakenly last month's data but the correct information was available on the handouts in the back. She showed photographs of some of the projects currently in construction and from the Marina Branch Library Grand Re-opening held Saturday August 4. She also gave the Community Outreach report highlighting the Glen Park opening celebration on Saturday, October 13.

Public Comment

An anonymous citizen said he was also at the Marina opening and said it would be nice if he could show PowerPoint presentations as well. He said he is grateful the Glen Park Branch is opening in October just in time for Election Day, but the program is still egregiously behind.

Peter Warfield said he is interested in who the planning consultants are and what they are being paid. He said it would be useful for the Commission to ask that the plans for the programs for the new branches come before the Commission so that they can provide direction. He said he was disappointed that it seems that the shelving in the new branches seems to be all metal and that shelving made of wood or something that looks like wood would be much nicer. He said he also went to the Marina branch opening and it was very festive, but he said that this opening was more than three years late.

Mauricio Vela, Bernal Preschool said as he mentioned earlier the school was forced out in June, and asked about the current timeline for the branch.

Commission Discussion

President Higueras asked the City Librarian to comment on the Planning consultants.

Luis Herrera, City Librarian, stated that staff is very involved with the consultants and the projects do require librarian expertise, but the consultants bring in additional expertise. He said that not all of our staff members have the expertise needed and that is the reason for hiring the consultants.

Commissioner Chin said that it is unfortunate if the furnishings for the library are not what they could be, but without the Friends raising money where would the furnishings come from? She also said regarding the Bernal Preschool she was sorry to hear that the Paul Revere School was unsatisfactory to Mr. Vela and the Preschool, but she said that this is a much respected school and that the children will be supported at this location.

Mindy Linetzky, Bond Program Administrator said that they are planning to go out for bid for the Bernal Heights branch in September and construction is scheduled to begin in November. She said the construction documents have been delayed a couple of months.

AGENDA ITEM NO. 4 FEASIBILITY STUDY FOR RE-USE OF 201 LELAND AVENUE FOR NEW VISITACION VALLEY BRANCH LIBRARY

City Librarian Luis Herrera said that the residents of Visitacion Valley have strong ownership on this project. When the Library did not receive the State funding it had anticipated, there was strong concern from the community members. Several members of the community urged the Library to consider alternatives to move the project forward. He said one of the ideas was to explore the adaptive re-use of the building that is currently on the site that was purchased for the Library. Because of this concern, Navigant Consulting was hired by the Friends of the Library to perform a study on the possible re-use of the existing building.

Darin Buchalter, Managing Director, Navigant Consulting, said that Navigant Consulting is a specialized consulting firm with about $800 million revenue and 2,000 consulting professionals around the world. He said there is a detailed report available at the back of the room and he will be summarizing that report. He said the scope was to look at the engineering feasibility of the adaptive re-use option and the likelihood that adaptive re-use versus new construction would result in cost and schedule savings. He said there were code and system deficiencies in the existing building and that there was a very small portion of the existing building which could be used for adaptive re-use. He said that new construction would be considerably less expensive than trying to rehabilitate part of the existing building. He said that Navigant's opinion would be that it would take an additional 6 – 12 months and additional costs of up to $1.3 million to pursue adaptive re-use. He said it was their opinion that the Library Commission should proceed with the design and construction of an all-new facility at 201 Leland Avenue per the approved schematic design.

Public Comment

An anonymous citizen asked why the Friends and Foundation paid for this study and what the political lack of independence means to a report like this. He said that this does not look like a $100,000 report. He also said when Susan Hildreth, the previous City Librarian, presented the last

cycle for Prop 14 funding from the State there were five scenarios on the Branch Library Improvement Program (BLIP) depending on how much we received. In every scenario money was to have flowed to the Visitacion Valley branch.

Catherine Williamson a resident of Visitacion Valley and employed by the Community Development Commission there, said thank you to the Commission for looking at the option of re-using the building there. She said the residents really want their library and she said she encourages the Library to reexamine the design for the library because of all of the development occurring in the neighborhood and ensuring that the library will best serve the projected population of the neighborhood.

Fran Martin, Visitacion Valley Planning Alliance and Visitacion Valley Greenway Project, said that one of the funding sources will be the fee ordinance which the Visitacion Valley Planning Alliance fought to get from developers which will help to fund the branch library. She said the community is ecstatic to go beyond this divisive issue of the reuse of the existing building. She said the community overwhelming supports new construction for the library. She said the community looks forward to the upcoming design meetings.

Russel Morine, resident of Visitacion Valley said $11.4 million should buy a bigger branch. The current plans are for 8700 sq. feet and we should be able to build a bigger branch for that amount of money. He said there has been a rush to the current design. He said the community really wasn't behind the current design. He said we currently have a 10,000 sq. ft. site let's design a building that will fill that site. He said the report addressed some of the issues but it did not answer all of them.

Marlene Trent, Visitacion Valley Asian Alliance, thanked the Commission and said they are very excited about having a new library.

Edie Epps, Visitacion Valley resident and business owner, said this was a question we had, but it wasn't really something that was dividing our community. She said thank you for answering the question and she said the community does need a larger library than what is shown in the design to serve the needs of our citizens and children of the community.

Betty Parshall, Visitacion Valley resident and member of the Visitacion Valley History Project, and author of the neighborhood Visitacion Valley book, said that all proceeds of that book go to the Visitacion Valley branch library fund. She said on September 9 there will be a Street Fair on Leland Avenue and they will have their used book table and the proceeds will go to the Visitacion Valley library fund. She referred to a letter sent to the Commission from the Visitacion Valley History Project stating they were ready to move on and thanked everyone for responding to their questions. She added that the community will continue to push for the use of the maximum space for the footprint of the site and that the library should be on the cutting edge of green construction.

Peter Warfield said if only one side was able to hire a consultant, you might find a question of whether that consultant was impartial. He said the Friends paid for the study and they are a support group for the Library, and the Library has indicated what it wants at this site. He asked if the Commission gave the Friends the authority to hire this consultant. He also said there was a mention of a program in the study and he would like to know what that program was. He also said he questions the qualifications of the consultant.

Commission Discussion

President Higueras said that because there was an insufficient understanding about the possible re-use of the existing building the Library had an obligation to perform this inquiry. He said that Navigant Consulting's credentials are beyond reproach and their skill set is more than sufficient.

Luis Herrera, City Librarian, said one of the issues was costs and the Library did not want to impact the budget for the Library so the Friends of the Library offered to pay for this feasibility study. He said staff is looking at the programmatic needs and changes that might need to be needed for the new library. He said we are also working with the Bureau of Architecture to review and revise the plans and will come back to the community in the fall. He said he is concerned about whether they can expand the size of the library. He said it does meet the needs of the projected population which is about 19,000. He said the amount of funding dictates the 8500 sq. ft. but we will look at possible cost efficiencies and he added that the 8500 sq. ft is at least three times the space that is at the current branch.

President Higueras said that any project concerns itself with three parameters: scope, cost and quality; you can fix two, but you can't fix all three. He said at the end of the day there is an obligation to meet budget and meet community expectations.

Commissioner Bautista said that she visited the site that afternoon and said she is glad the recommendation is to demolish the building and build a new one on the site. She said we need to look forward and make this a green building and make sure there is plenty of room for the children and teens and a community room.

Commissioner Gomez thanked Navigant Consulting for their report and the Friends for being able to fund this and provide some answers to these questions.

Commissioner Chin said most of the community is very interested in a new library and she was pleased that the Friends paid for the study so that money from the Library's budget for the library would not have to be spent.

Motion: By Commissioner Munson, seconded by Commissioner Gomez to endorse the recommendation to proceed with a new building at the Visitacion Valley site and drop the idea of re-using the old building.

Action: AYES 7-0: (Bautista, Chin, Coulter, Kane, Gomez, Higueras and Munson)

Luis Herrera, City Librarian, added that the action taken by the Commission in March helped to bridge the funding gap so the $11.4 million is in place.

AGENDA ITEM NO. 5 AMENDMENTS TO GUIDELINES FOR LIBRARY USE

Jill Bourne, Deputy City Librarian, referred to a memo to the Commissioners dated July 13, 2007, recommending approval of the proposed amendments to Guidelines for Library Use. She said they were last approved in 2001 and since that time some issues have arisen regarding behavior of our patrons. She read into the record the nine proposed additions to the Guidelines. She said that some of these are already referred to in rules related to our library card use and our public computers and some are also illegal. Including these behaviors in the Guidelines for Library Use will give staff the ability to enforce these rules consistently and maintain the safety of Library facilities and accessibility of Library resources.

Public Comment

An anonymous citizen said that he was concerned that this item was trailed from the last meeting because it is part of the Public Safety Plan that was discussed at the last meeting. He read a stanza from a poem by the new US Poet Laureate. He said some of these guidelines are blatant illegalities.

Peter Warfield said there was a little good and a little not so good in these guidelines. He said that staff should have reached out to other types of groups in the community for input. He said he was under the impression that many advocacy groups have not been consulted or reached out to in the preparation of these guidelines. He did some outreach himself and had at least one good report on these guidelines and the Library's practices.

Andrea Grimes, Librarian at the Main Library and library union chapter officer for Local 127, said she has witnessed and experienced some of the behaviors outlined here. She said it is heartening to see cooperation with other city Departments and administration being more productive and pro-active. She said the morale of the staff and the users has taken an upturn and she recommends the approval of these guidelines.

Commission Discussion

President Higueras said this is a behavioral issue and our objective is to ensure that all our libraries are safe and secure for everyone and anyone and that the environment is not a disincentive to come to the Library. He said the Library has a cutting edge program in working with the Homeless Outreach Team and Police Department and this approach is entirely empathetic.

Commissioner Coulter said he is pleased with the way the Library interacts with the homeless. He requested more information on the issues relating to use of computers.

Jill Bourne, Deputy City Librarian, said that the computer issue has been a problem and that these rules have been posted on our web page on our computer use guidelines and Frequently Asked Questions page so we wanted to add them to the guidelines so that there are consistent guidelines for staff to be able to enforce the rules equitably across the system. She also spoke regarding suspensions and said that any one suspended more than 3 days has the opportunity to appeal.

Commissioner Bautista said that stealing is a criminal offense and we need to be clear on enforcement when people are caught stealing.

Commissioner Munson asked about the guideline relating to offensive nakedness.

Jill Bourne said that that language was suggested by Sergeant Patrick Kwan and said it relates to the language used by the police when issuing a citation.

Motion: By Commissioner Coulter, seconded by Commissioner Munson to approve the amendments to the Guidelines for Library Use.

Action: AYES 7-0: (Bautista, Chin, Coulter, Kane, Gomez, Higueras and Munson)

AGENDA ITEM NO. 6 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian said that last February the Library introduced Link+, a service which is part of a consortium that allows borrowers in San Francisco to access collections from other libraries and that this is a six month report on the program.

Vivian Pisano, Chief of Information Technology, said the Link+ program was launched on February 26, which is a consortium of 49 California and Nevada libraries that make their collections available to member libraries. She said the program has been very successful since it started. She read some of the comments from our patrons thanking the Library for this service.

Luis Herrera, City Librarian, asked Brian Bannon to give a brief update on the Marina Branch opening.

Brian Bannon, Chief of Branches, said the Marina Branch opening was very successful. He said circulation was up by 30% since we opened the building. He said they were receiving many positive comments from the patrons of the branch. Regarding the Glen Park Branch, he said that there would be temporary services for a short time from the closure of the existing branch on August 25 to the opening of the new branch on Saturday, October 13 and said they would be using a local coffee shop for story times so that they will continue as well. He said that Senator Hillary Clinton visited the African American Cultural Center, and library staff was excited to be part of that visit.

Luis Herrera, City Librarian, said that at the last meeting there was public comment about the sheet music collection and staff would like to report back on that.

Kathy Lawhun, Chief of Main, gave a brief description of our Library's Music Collection and said it dates back to 1917 and there are over 20,000 scores and about 10,000 reference scores. She said it is a very diverse collection for all musical tastes and needs. The gentleman who made the comment at the last Commission meeting will be meeting with staff in the next week.

Luis Herrera, City Librarian, gave an update on legislative issues. He said the Public Library Fund at the State was at an impasse because of the budget being held up, but it should be the same level as in the previous year. He said that the legislation on Construction Bond dollars is on a suspense file so it is pretty much dead this year. He also gave updates on some of the upcoming events and programs.

Public Comment

An anonymous citizen said he is grateful for the PowerPoint presentation and he said that the slide showing requests by SFPL patrons and SFPL items requested by other libraries was very instructive because it shows that requests outgoing are much bigger than requests incoming. He said he was at the Marina Branch opening as well and that Gladys Hansen, who was one of the staff that opened the branch in 1954, was in attendance. He said the concern about the music collection was regarding items the Library did not have in the collection, not what the Library does have.

Peter Warfield said there was an issue many years ago that the cataloging of the Music Collection was not complete so he asked the Commission to ask for an update on the Cataloging system in general. He said he was very disappointed that statistics related to branches such as seats and volumes are no longer being given. He said it looked like the number of books had declined at the Marina branch. He said with

respect to Link+ he is very concerned with the $110 charged for materials if you lose them.

Commission Discussion

President Higueras asked if there were any challenges to the Link+ program.

Luis Herrera, City Librarian, said that the concern at the beginning was the impact on the delivery system but that has not materialized as a problem.

AGENDA ITEM NO. 7 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Friends of the Library, reported on the International Poetry Festival and said it was a wonderful event with very successful readings and amazing press coverage. She said the poets involved loved the library system and have been sending their thanks and thoughts about the City. She thanked the Commission for their support of the Festival. She said they had the final program of Poets Eleven and the 30 poets, who read in the neighborhoods, were brought back to read a poem. She said the ballot measure is moving forward successfully and it now has a letter "Prop D". She said the Friends have been working with groups around the city to gain endorsements and support. She said San Francisco Planning and Research organization (SPUR) has overwhelmingly endorsed it along with San Francisco Tomorrow, the Democratic Central Committee, and several others are in progress. There is support from elected officials, writers from the Bay Area community, other community leaders and there is a great amount of enthusiasm. She said there is a real love fest going on in the city for our libraries and mentioned major news stories in the last few weeks on the Poetry Festival, the Marian Branch opening, and for libraries in general saying they are the "hot ticket" item with people lining up to get in. She mentioned some upcoming events including the "Bad Girls Reading" on September 13 at Fort Mason and an author reading on September 19 at the Friends' Office.

Public Comment

An anonymous citizen said the very fact that the Friends are referring to Prop D as "us" is a reason to vote no on Prop D. He said he has looked at the Friends' financial disclosures and said it made for very interesting reading.

Peter Warfield said that the Poetry Festival was certainly festive and he especially liked the readings that the poets made in their native language. He said with respect to Prop. D the Coalition of San Francisco neighborhoods took no position and said that at one of the meetings handouts were being given and he was stopped from receiving one. He said he thought that was very improper. He said the Ballot Simplification Committee, which is a group by the Elections Department, did make

some changes that he had requested. He said it is very troubling that the Friends and Foundation are trying to prevent individuals from speaking.

Commission Discussion

President Higueras said he was pleased the Poetry Festival received a lot of acclaim

Commissioner Coulter said he attended the luncheon and it was outstanding to see the Library associated with something like this.

Commissioner Bautista said she enjoyed the poets reciting their poems in their native language. She said that she spent an afternoon with a few of the poets and took them on the ferry to Sausalito and wanted to show them some good will.

Luis Herrera, City Librarian, said that the Friends had produced an anthology that we will make available to the Commission.

AGENDA ITEM NO. 8 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 9 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 10 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, August 16, 2007.

Public Comment

There was no public comment on this item.

ACTION: AYES: 7-0. (Bautista, Chin, Coulter, Gomez, Higueras, Kane and Munson).

The regular meeting of August 16, 2007, of the San Francisco Public Library Commission adjourned at 7:04 pm

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Connie K. Chin
Ewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Pursuant to the San Francisco Administrative Code Section 67.6(f) notice is hereby given that the San Francisco Public Library Commission will hold its regular meeting on SEPTEMBER 6, 2007 as follows:

DATE: September 6, 2007
TIME: 4:30 p.m.
PLACE: Bayview/Anna E. Waden Branch Library
5075 Third Street (at Revere)
San Francisco, CA 94124

Agenda for this meeting will be available 72 hours before scheduled meeting time from the Commission Secretary/Custodian of Records, 6th floor, Main Library or the Public Library's website http://sfpl.org/librarylocations/libcomm/2007agendas.htm.

Sue Blackman, Commission Secretary: 8/10/07

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
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Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

NOTE ALTERNATIVE MEETING LOCATION

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, September 6, 2007**
TIME: **4:30 PM**
PLACE: **BAYVIEW/ANNA E. WADEN BRANCH LIBRARY**
5075 Third Street (at Revere)

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of August 16, 2007.
Explanatory document: draft minutes.

3. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements). The City Librarian will give updates on the following topics: expanded library hours starting dates; One City One Book; Every Child Ready to Read; State Public Library Fund; and highlights on exhibitions and programs.
Explanatory documents: Expanded Library Hours Starting Dates, Every Child Ready to Read and Storytime Survey 2007.

4. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

5. FOCUS ON: BAYVIEW BRANCH LIBRARY **DISCUSSION**
(Presentation and discussion of the programs, services and community outreach for the Bayview/Anna E. Waden Branch Library including update on the Bayview Branch renovation.)

6. LABOR UNION REPORT **DISCUSSION**

(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7 S **DISCUSSION**

w Commissioners to introduce new agenda items for consideration.

EN (requires motion and public comment) **ACTION**

BLA AN, LIBRARY COMMISSION SECRETARY

lanatory documents: Copies of listed explanatory documents are available lows: (1) from the commission secretary/custodian of records, 6th floor, Ma ary; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2007agendas.htm. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of September 6, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, September 6, 2007, at the Bayview/Anna E. Waden Branch Library

President Higueras called the meeting to order at 4:36 pm

Commissioners present: Bautista, Coulter, Higueras, and Munson.

Commissioners excused: Chin and Gomez

Commissioner Kane arrived at 4:39 pm

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said that the Bayview branch is named after Anna E. Waden, who gave an exemplary gift to the library. He said that at the last meeting Peter Warfied described a suppression of open information at a public meeting. The anonymous citizen expressed his concern about that suppression.

Bill Graziano, said he grew up in the Bayview area and he was happy that the library will be expanded because that neighborhood normally gets left out. He said that the neighborhood has a lot of issues and really needs an important library. He said the neighborhood has about 30,000 homeowners and it is a good group of people. He said the area is under a big population explosion.

Peter Warfield said that this branch was one of five branches that were completely cut off for any funding under the existing Bond Program. He said it is only the expectation that Prop D will pass in November that will have any realistic expectations of what is to happen with the Bayview Branch. He said it is troubling that the Friends' representative at the Coalition for San Francisco Neighborhoods interfered with his receiving information that was being passed out by the Friends in a public meeting. He said something similar happened at the Green Party meeting.

Shelby Gardella said she had moved to Bayview a year ago and said she has two young children 7 and 9. She said she is a teacher in the field of special education. She said the staff members at the library are very dedicated and energetic and her two young sons are very comfortable coming to the library after school to enjoy the activities and the opportunity to meet other children in the neighborhood.

Jamar Walker said some of the teens spend more time at the library than they do at home. He said the library should be open seven days a week.

Semetra Hampton said the library is a good place for kids and that there are always people to help with their homework. She said it was a better place to go than on the streets. She said it was a better way to communicate with other kids and the adults. She said it would be nice to have more computer time than 30 minutes.

Joshua Smallwood said he thinks the library is a good place to interact with other teenagers and he said today's teens will control the world when the adults are all gone, so he asked why they have a small teen space and the kids and adults have large spaces.

Misdajania Tillery said she has been coming to the library since she was 4 years old and she said it is a good place for activities, but said the teen space should be larger with their own computers. She said when the renovation takes place they should expand the teen section and get more computers.

Larry Ware, member of the Council of Neighborhood Libraries (CNL), said he would like to commend Linda Brooks-Burton for the wonderful work she does at the Bayview branch and thanked staff for the wonderful work they do covering events at the branch. He said he was the founder of the poetry program and this October 17 will be 30th anniversary. He said the Bayview branch needs more space to accommodate the many programs at the library. He said libraries are the fountains of wisdom, do not ponder or wander, but always have a quench and thirst for knowledge.

Miriam Pavis member of the CNL, said that the CNL was supposed to have a Commissioner liaison who attends CNL meetings and she is requesting that the Commission appoint one.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF AUGUST 16, 2007

Public Comment

An anonymous citizen said that the young man who spoke during public comment about the size of the teen area should be aware that the adult section is for him as well since he is the future. He said his remarks under public comment in the August 16 Minutes were not accurately reflected. He said Mr. Hale had made some very specific comments about parking in the green zone at the branch libraries. He also said at

the bottom of page 4 in the last sentence the word "flown" should be "flowed".

Peter Warfield said in many respects these are full and thoughtfully prepared minutes but he said he had suggestions for improvements and clarifications. He said he thought that the language regarding the book carts on the motion for approval of the minutes of July 19, 2007 was less clear than the original. He said that Mauricio Vela from the Bernal Preschool had said that he was dissatisfied with the new facility and that was not accurately reflected in the minutes. He said under Item 5 Amendments to Guidelines for Library use under public comment, he added that he had also had a good report regarding the library's practices.

Commission Discussion

Sue Blackman, Commission Secretary, said she had two corrections on the bottom of page 6 the motion should read "drop the idea of re-using the old building" instead of "drop the idea of re-using the new building." She also agreed with the anonymous citizen that the word at the bottom of page 4 should be "flowed" and not "flown."

Commissioner Coulter said he agreed with the anonymous citizen who said Mauricio Vela from the Bernal Preschool had said he was dissatisfied with the new facility. He also said he was happy to see a letter from Richard Tilles who had spoken to the Commission at the July 19th meeting. He said the City Librarian reported back to the Commission at the August 16th meeting that staff would be meeting with Mr. Tilles in the upcoming week. He said on August 21, Mr. Tilles wrote and said in part "I came away with a much better understanding and appreciations for the collection and for the effort being made to continually improve it. It's is much better shape than I originally thought and I wanted to get word of my satisfaction back to the Commission."

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of August 16, 2007, as amended as follows: (1) to clarify under public comment on page 2 that Mauricio Vela, Bernal Preschool, had said he was dissatisfied with the new facility; (2) on page 2, fourth paragraph, first sentence add the word "that to the sentence reading "Peter Warfield said on page 2 under approval of the minutes of June **that"**; (3) on page 4, add the word "than" to the sentence reading "He said that new construction would be considerably less expensive **than** trying to rehabilitate part of the existing building: (4) at the bottom of page 4, change the word flown to flowed; and (5) at the bottom of page 6 to change the motion to read "to endorse the recommendation to proceed with a new building at the Visitacion Valley site and drop the idea of re-using the **old** building."

Action: AYES 5-0: (Bautista, Coulter, Kane, Higueras and Munson)

AGENDA ITEM NO. 3 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, thanked Commissioner Kane for suggesting having a meeting at the Bayview branch and thanked staff for all their hard work in putting together this meeting. He said on August 22 bids were opened for the new Ingleside branch library and there were six bids on the project. He said there has been a protest on the bids so he said he will keep the Commission posted on that.

Jill Bourne, Deputy City Librarian gave an update on the expanded operating hours plan. She explained the starting dates for each of the branches with expanded hours and said that there will be lots of publicity, including banners, posters and flyers, bookmarks, events, balloons and more.

Marcia Schneider, Chief of Communications, Collections and Adult Services, explained the One City One Book program and said there had been a kickoff sponsored by the Mayor's office and she thanked the three Commissioners who attended. She said the book Cane River was written by Lalita Tademy, who was present at the event and said she will be very involved in the many upcoming events surrounding the program. She said the keynote event will be on October 23 in the Koret Auditorium. She said there was a program guide, bookmarks, a Myspace site, banners, PSAs and other promotional opportunities. She said the Library's website now has all information about the programs and events surrounding this program. She thanked the sponsors and said they were listed on the website as well.

Toni Bernardi, Chief of Office of Children and Youth Services, gave an overview of the Every Child Ready to Read program and said the program serves as a primary resource and support for parents and caregivers in the development of early literacy for the City's children. She said the six skills for reading readiness are print motivation, narrative skills, vocabulary, print awareness, letter knowledge and phonological awareness.

Christy Estroviz, Early Literacy Specialist, talked about "What's New at the Library?" She told about the resources available, enhanced storytimes, workshops, partnerships and outcome measurements. She showed photos of the resources and the wonderful programs at the library. She said in the last year there were 2,053 programs and 71,143 participants. She said the partnerships are very important to the programs.

Luis Herrera, City Librarian, said the Every Child Ready to Read program is really having an impact on our community and he wanted to congratulate staff on their incredible work. He said that the Governor had made some reductions to the State Public Library Fund and it was reduced by $7 million statewide and for SFPL it represents about $150,000. He said another program, the Transaction Based

Reimbursement Program, was reduced statewide by $7 million and for the SFPL about $60,000. He highlighted some of the upcoming programs and exhibitions.

Public Comment

An anonymous citizen said he is interested in the flyers and banners announcing the opening of the new expanded hours. He said he assumes Peter Warfield's picture will be on them, since he is the one primarily responsible for getting the money to do that. He said this was done with considerable resistance from the Commission in the beginning. He said it represents 3 Sundays and 5 Mondays even though the public had requested Sunday service. He applauded the One City One Book program. He said it is about reading and individual authors, which is what libraries used to be about.

Peter Warfield said it is good news that there will be more hours especially some Sundays especially since the surveys have indicated that the Sunday hours are the ones requested by the public. He said he has worked very hard to focus on more open hours for the library. He said because of closures for construction the library has reduced its total number of hours system wide. He said he would like to see some praise for Supervisor McGoldrick who added money for One City One Book and that he is glad Every Child Ready to Read is adding emphasis to books as well.

Larry Ware, CNL again thanked the Commission for coming to Bayview for a meeting. He said he had a wonderful childhood and said Mohammad Ali had said "Its nothing to it, a baby can do it, if you just put them up to it." So he said the library is a wonderful thing and he would like to see more programs with the library and partnering with the schools.

Commission Discussion

Commissioner Kane asked if the State Budget cuts would affect the Library's services.

Luis Herrera, City Librarian said we will not have the additional funding, but it would not directly impact the Library this year. It will mean that the reserve will be smaller.

Commissioner Kane said he was excited about the expanded hours, but said that it is a process and he would like to see the goal continue to be having the branches open seven days a week.. He said the materials for Every Child Ready to Read are incredible and he congratulated staff on the program.

President Higueras said that it is the third year for the One City One Book program and acknowledged the robust start to the program and said he is sure it will be a great success. He said he also wanted to commend

everyone involved in the Early Literacy Initiative program and said it is a critically important initiative to help children prepare for school

Commissioner Bautista said that the Bayview branch had requested longer hours on Thursday instead of Sunday at this time. She said that the teen section is very small at the Bayview branch and wondered if there was a way to enlarge that and add more computers.

Jill Bourne, Deputy City Librarian, clarified that having additional evening and morning hours during the week was a priority and that they were willing to not have the additional Sunday hours at this time so that other branches with only five open days could have an additional day.

AGENDA ITEM NO. 4 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Friends of the Library, said that the Big Book Sale is scheduled from September 27-30 at Fort Mason. She said there will be a member's sneak preview the evening of September 26. She said there are 8,000 boxes of books in over 50 categories, including rare and valuable books. She said Lalita Tademy, author of Cane River, the selection for the One City One Book will be in attendance. She said all proceeds go to support the Library. She said the Yes on D campaign was underway and there is excellent progress to report on. She said of all of the endorsements they had sought from organizations only one, the Republican Party, had voted not to endorse and that was by only one vote. The organizations endorsing Prop D include: the Chamber of Commerce, the Democratic Party, numerous Democrat clubs, the Golden Gate Business Association, the Police Officers Association, San Francisco Tomorrow, SPUR, the Small Business Network and numerous others. Prop D also has support from a number of elected officials including Senator Feinstein, Speaker Pelosi, all of our State elected officials, the Mayor, the District Attorney, 9 of the 11 members of the Board of Supervisors, the Sheriff and many others. She brought in a copy of the poster for "Yes on D". She said if anyone is interested in volunteering or getting more information they can contact the Friends directly. She said the Neighborhood Library Campaign is moving along with a number of events. She said that comedienne Paula Poundstone will be appearing at Cobbs Comedy Club in a fundraiser for the Friends. She said that the "Bad Girls: 26 Writers Misbehave" event has been rescheduled to Tuesday, October 16 at 6:30 p.m. Finally, she said there will also be a program on San Francisco's Carnegie Libraries Wednesday, October 17, 2007 at 6:00 pm at the Friends' Office.

Public Comment

Peter Warfield said regarding the Prop D campaign that it is a massive misinformation campaign from the Friends and the Library. He said it neglects that this is a repeal of Prop E of the Charter Amendment and that there are radical revisions to what will replace this measure. He said those revisions will threaten the funding of many of the programs we have heard about here tonight. He said the money that would have gone for

books, library hours and operations will end up going for construction projects. He said there are a number of groups that have endorsed "No on D" and these include the San Francisco Green Party, the Peace and Freedom Party, and the Republican Party. He said there are also a number of individuals opposed to the proposition. He said the Coalition of San Francisco Neighborhoods, which had been expected to endorse it, had voted a "no position" neither for it nor against it.

An anonymous citizen said he is waiting for another report on the "public comment fund."

AGENDA ITEM NO. 5 FOCUS ON: BAYVIEW BRANCH LIBRARY

Brian Bannon, Chief of Main, introduced Linda Brooks-Burton, Manager of the Bayview Branch. He said she had been with the Library for over 25 years and she had just completed 12 years as the Bayview Branch Manager. She has done extraordinary work and built an incredible team. She serves on a number of Committees and Task Forces for the Library and she is an exceptional example of how to build relations and coalitions within the community.

Linda Brooks-Burton, Manager of the Bayview Branch, introduced Jesse Wylie, library assistant to share some of the talent at the Bayview Branch and read a poem.

Jesse Wylie, gave an example of the type of poetry read at the events at the Bayview Branch and read a poem he wrote entitled "It's New or Nothing."

Linda Brooks-Burton said they are very proud of the talent at the Bayview Branch and said that Jesse is very inspiring. She thanked the Commission for holding meetings out in the community at the different branches. She said it is important for the Commission to see the impacts that their decisions have in the community. She said she was happy the Commission took into consideration the more pressing need for longer weekday hours at the branch, but said they, of course, would like to become a seven day branch eventually, possibly after the renovation. She shared a background on the Bayview area. She said the current building was built in 1969 with money bequeathed to the Library from Anna E. Waden, who was a city clerk. She said the branch is considered a medium size neighborhood library and said special collections include Chinese and Spanish language, a jobs and career collection and a large teen section that was started over ten years ago with a Youth at Risk Grant funded by the State Library. She said they try to serve all the cultures in the neighborhood. She said the library partners with many community based organizations, schools and businesses. She said the community meeting room is used for all types of community events. She thanked Larry Ware and Miriam Pavis for all their support. She said the time at Bayview has been the most rewarding of her career. She said they are looking forward to the renovation of the branch.

Wendy Kramer, Teen Services Librarian at Bayview, said as you can see she had just come from a "pRrimp your Librarian" event in the Teen Center. She talked about the many programs and events held in the Teen Services area. The teens range in age from 13-18 in the Library system. She talked about her collaboration with other neighborhood groups and she showed photographs of some of the events. She said they have a Teen Advisory Committee, whose members represent the library in the neighborhood.

Darcel Jones, Children's Librarian at the Bayview branch, said she was hired approximately a year ago and she specializes in children's services ages birth – 12 years old. She explained the two types of children's programming including regular programs like storytimes, study sessions and monthly movies; and special programs like chocolate tasting, a puppet festival and Kwanzaa program. She has collaborations with various organizations like Jumpstart. She talked about the summer reading program and she said 336 children enrolled in the summer reading program this year, which was the highest increase of all the branches.

Linda Brooks-Burton, said as part of their Bayview History project they are collecting information from the community and she showed a picture of a woman who was recruited during WWII to do a "male's job." She said she was one of the first black women to be recruited to be a muni conductor.

Luis Herrera, City Librarian, gave an update on the renovation plan for the branch. He said that initially this branch was scheduled for a very small renovation, but now the need calls for a larger expansion. So the Library is currently looking at the possibility of expanding to the building next door. He said the budget has been increased from approximately $3.6 million to over $9 million. He said because of negotiations with the building next door, other options are also being looked at for the expansion of the library.

Public Comment

An anonymous citizen said it was an inspiring report on several levels. He said that the library makes an important contribution to the community and people value the library because it is the most needed aspect of their community service. He said the money donated from Anna E. Waden was donated on the premise that the library would always be named after her. He said she was not a rich lady; she was a clerk who worked in City Hall for 30 years and put away money each week for the library. He recited a poem.

Larry Ware commended staff again and on their wonderful work. He also recited a poem, which he wrote in the Bayview branch library entitled "Young America We Need the Light."

Peter Warfield said he was happy to hear a lot was happening at this branch and the focus was on reading. He recited a brief poem from William Carlos Williams about plums.

Commission Discussion

Commissioner Kane said this was the most inspiring and clearly the most poetic Library Commission meeting he has attended. He thanked staff for all of the hard work in putting on a meeting at a branch. He said the intention of the Commission is to get the new branch built and expanded, so he told staff to keep up the good work.

Commissioner Coulter said it was a terrific presentation and he was pleased to hear the anonymous citizen's tribute to Anna Waden and it goes to show how important private donations are to the library and said perhaps at some point the anonymous citizen would like to give a gift to the Friends and Foundation.

Commissioner Munson said it was heartwarming to visit the branch and see the success they are achieving. He said he was delighted that the branch is doing the things they are doing and he said he would like to see the branch expanded.

Commissioner Bautista said she wanted to commend the children's and teen's librarians for their programming. She asked about schools that the branch is working with.

Wendy Kramer, Teen Services Librarian, explained the coordination with the various schools in the area.

Commissioner Bautista said she hopes to see additional computers and space in the teen area.

President Higueras thanked the branch library for accommodating the Commission at this meeting and he said it was gratifying to learn about the communy and the efforts and accomplishments the library is making to the community.

AGENDA ITEM NO. 6 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 7 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 8 ADJOURNMENT

MOTION: by Commissioner Munson with thanks to the staff, seconded by Commissioner Bautista to adjourn the regular meeting of Thursday, September 6, 2007.

Public Comment

There was no public comment on this item.

ACTION: AYES: 5-0. (Bautista, Coulter, Higueras, Kane and Munson).

The regular meeting of September 6, 2007, of the San Francisco Public Library Commission adjourned at 6:55 pm

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of September 6, 2007

(As amended and approved at the regular meeting on October 4, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, September 6, 2007, at the Bayview/Anna E. Waden Branch Library

President Higueras called the meeting to order at 4:36 pm

Commissioners present: Bautista, Coulter, Higueras, and Munson.

Commissioners excused: Chin and Gomez

Commissioner Kane arrived at 4:39 pm

AGENDA ITEM NO. 1 PUBLIC COMMENT

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An anonymous citizen said that the Bayview branch is named after Anna E. Waden, who gave an exemplary gift to the library. He said that at the last meeting Peter Warfied described a suppression of open information at a public meeting. The anonymous citizen expressed his concern about that suppression.

Bill Graziano, said he grew up in the Bayview area and he was happy that the library will be expanded because that neighborhood normally gets left out. He said that the neighborhood has a lot of issues and really needs an important library. He said the neighborhood has about 30,000 homeowners and it is a good group of people. He said the area is under a big population explosion.

Peter Warfield said that this branch was one of five branches that were completely cut off for any funding under the existing Bond Program. He said it is only the expectation that Prop D will pass in November that will have any realistic expectations of what is to happen with the Bayview Branch. He said

it is troubling that the Friends' representative at the Coalition for San Francisco Neighborhoods interfered with his receiving information that was being passed out by the Friends in a public meeting. He said something similar happened at the Green Party meeting.

Shelby Gardella said she had moved to Bayview a year ago and said she has two young children 7 and 9. She said she is a teacher in the field of special education. She said the staff members at the library are very dedicated and energetic and her two young sons are very comfortable coming to the library after school to enjoy the activities and the opportunity to meet other children in the neighborhood.

Jamar Walker said some of the teens spend more time at the library than they do at home. He said the library should be open seven days a week.

Semetra Hampton said the library is a good place for kids and that there are always people to help with their homework. She said it was a better place to go than on the streets. She said it was a better way to communicate with other kids and the adults. She said it would be nice to have more computer time than 30 minutes.

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Public Comment

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Commission Discussion

Sue Blackman, Commission Secretary, said she had two corrections on the bottom of page 6 the motion should read "drop the idea of re-using the old building" instead of "drop the idea of re-using the new building." She also agreed with the anonymous citizen that the word at the bottom of page 4 should be "flowed" and not "flown."

Commissioner Coulter said he agreed with the anonymous citizen who said Mauricio Vela from the Bernal Preschool had made a comment under public comment that he was dissatisfied with the new facility. He also said he was happy to see a letter from Richard Tilles who had spoken to the Commission at the July 19th meeting regarding the Library's print music collection. He said the City Librarian reported back to the Commission at the August 16th meeting that staff would be meeting with Mr. Tilles in the upcoming week. He said on August 21, Mr. Tilles wrote and said in part "I came away with a much better understanding and appreciations for the collection and for the effort being made to continually improve it. It is in much better shape than I originally thought and I wanted to get word of my satisfaction back to the Commission."

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Action: AYES 5-0: (Bautista, Coulter, Kane, Higueras and Munson)

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AGENDA ITEM NO. 3 CITY LIBRARIAN'S REPORT

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Luis Herrera, City Librarian, thanked Commissioner Kane for suggesting having a meeting at the Bayview branch and thanked staff for all their hard work in putting together this meeting. He said on August 22 bids were opened for the new Ingleside branch library and there were six bids on the project. He said there has been a protest on the bids so he said he will keep the Commission posted on that.

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Public Comment

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Peter Warfield said regarding the Prop D campaign that it is a massive misinformation campaign from the Friends and the Library. He said it neglects that this is a repeal of Prop E of the Charter Amendment and that there are radical revisions to what will replace this measure. He said those revisions will threaten the funding of many of the programs we have heard about here tonight. He said the money that would have gone for books, library hours and operations will end up going for construction projects. He said there are a number of groups that have endorsed "No on D" and these include the San Francisco Green Party, the Peace and Freedom Party, and the Republican Party. He said there are also a number of individuals opposed to the proposition. He said the Coalition of San Francisco Neighborhoods, which had been expected to endorse it, had voted a "no position" neither for it nor against it.

An anonymous citizen said he is waiting for another report on the "public comment fund."

AGENDA ITEM NO. 5 FOCUS ON: BAYVIEW BRANCH LIBRARY

Brian Bannon, Chief of Main, introduced Linda Brooks-Burton, Manager of the Bayview Branch. He said she had been with the Library for over 25 years and she had just completed 12 years as the Bayview Branch Manager. She has done extraordinary work and built an incredible team. She serves on a number of Committees and Task Forces for the Library and she is an exceptional example of how to build relations and coalitions within the community.

Linda Brooks-Burton, Manager of the Bayview Branch, introduced Jesse Wylie, library assistant to share some of the talent at the Bayview Branch and read a poem.

Jesse Wylie, gave an example of the type of poetry read at the events at the Bayview Branch and read a poem he wrote entitled "It's New or Nothing."

Linda Brooks-Burton said they are very proud of the talent at the Bayview Branch and said that Jesse is very inspiring. She thanked the Commission for holding meetings out in the community at the different branches. She said it is important for the Commission to see the impacts that their decisions have in the community. She said she was happy the Commission took into consideration the more pressing need for longer weekday hours at the branch, but said they, of course, would like to become a seven day branch eventually, possibly after the renovation.

She shared a background on the Bayview area. She said the current building was built in 1969 with money bequeathed to the Library from Anna E. Waden, who was a city clerk. She said the branch is considered a medium size neighborhood library and said special collections include Chinese and Spanish language, a jobs and career collection and a large teen section that was started over ten years ago with a Youth at Risk Grant funded by the State Library. She said they try to serve all the cultures in the neighborhood. She said the library partners with many community based organizations, schools and businesses. She said the community meeting room is used for all types of community events. She thanked Larry Ware and Miriam Pavis for all their support. She said the time at Bayview has been the most rewarding of her career. She said they are looking forward to the renovation of the branch.

Wendy Kramer, Teen Services Librarian at Bayview, said as you can see she had just come from a "pRrimp your Librarian" event in the Teen Center. She talked about the many programs and events held in the Teen Services area. The teens range in age from 13-18 in the Library system. She talked about her collaboration with other neighborhood groups and she showed photographs of some of the events. She said they have a Teen Advisory Committee, whose members represent the library in the neighborhood.

Darcel Jones, Children's Librarian at the Bayview branch, said she was hired

approximately a year ago and she specializes in children's services ages birth – 12 years old. She explained the two types of children's programming including regular programs like storytimes, study sessions and monthly movies; and special programs like chocolate tasting, a puppet festival and Kwanzaa program. She has collaborations with various organizations like Jumpstart. She talked about the summer reading program and she said 336 children enrolled in the summer reading program this year, which was the highest increase of all the branches.

Linda Brooks-Burton, said as part of their Bayview History project they are collecting information from the community and she showed a picture of a woman who was recruited during WWII to do a "male's job." She said she was one of the first black women to be recruited to be a muni conductor.

Luis Herrera, City Librarian, gave an update on the renovation plan for the branch. He said that initially this branch was scheduled for a very small renovation, but now the need calls for a larger expansion. So the Library is currently looking at the possibility of expanding to the building next door. He said the budget has been increased from approximately $3.6 million to over $9 million. He said because of negotiations with the building next door, other options are also being looked at for the expansion of the library.

Public Comment

-

An anonymous citizen said it was an inspiring report on several levels. He said that the library makes an important contribution to the community and people value the library because it is the most needed aspect of their community service. He said the money donated from Anna E. Waden was donated on the premise that the library would always be named after her. He said she was not a rich lady; she was a clerk who worked in City Hall for 30 years and put away money each week for the library. He recited a poem.

Larry Ware commended staff again and on their wonderful work. He also recited a poem, which he wrote in the Bayview branch library entitled "Young America We Need the Light."

Peter Warfield said he was happy to hear a lot was happening at this branch and the focus was on reading. He recited a brief poem from William Carlos Williams about plums.

Commission Discussion

Commissioner Kane said this was the most inspiring and clearly the most poetic Library Commission meeting he has attended. He thanked staff for all of the hard work in putting on a meeting at a branch. He said the intention of the Commission is to get the new branch built and expanded, so

he told staff to keep up the good work.

Commissioner Coulter said it was a terrific presentation and he was pleased to hear the anonymous citizen's tribute to Anna Waden and it goes to show how important private donations are to the library and said perhaps at some point the anonymous citizen would like to give a gift to the Friends and Foundation.

Commissioner Munson said it was heartwarming to visit the branch and see the success they are achieving. He said he was delighted that the branch is doing the things they are doing and he said he would like to see the branch expanded.

Commissioner Bautista said she wanted to commend the children's and teen's librarians for their programming. She asked about schools that the branch is working with.

Wendy Kramer, Teen Services Librarian, explained the coordination with the various schools in the area.

Commissioner Bautista said she hopes to see additional computers and space in the teen area.

President Higueras thanked the branch library for accommodating the Commission at this meeting and he said it was gratifying to learn about the community and the efforts and accomplishments the library is making to the community.

AGENDA ITEM NO. 6 LABOR UNION REPORT

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There was no labor union report.

AGENDA ITEM NO. 7 NEW BUSINESS

-

There was no new business.

AGENDA ITEM NO. 8 ADJOURNMENT

-

MOTION: by Commissioner Munson with thanks to the staff, seconded by Commissioner Bautista to adjourn the regular meeting of Thursday, September 6, 2007.

Public Comment

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There was no public comment on this item.

ACTION: AYES: 5-0. (Bautista, Coulter, Higueras, Kane and Munson).

The regular meeting of September 6, 2007, of the San Francisco Public Library Commission adjourned at 6:55 pm

Sue Blackman

Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

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9/20/07

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, September 20, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. CONTROLLER'S BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REVIEW **DISCUSSION**
(Presentation on findings by the Office of the Controller regarding the BLIP review)
Explanatory document: Controller's Report

3. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 9/14/2007

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

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A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

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Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of September 20, 2007

(As amended and approved at the regular meeting on October 18, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, September 20, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:37 pm.

Commissioners present: Bautista, Coulter, Gomez, and Munson.

President Higueras was excused.

Commissioner Chin arrived at 4:44 pm.

Commissioner Kane arrived at 4:46 pm.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen, referring to the Controller's Report said that if this was a movie review it would be called an" out of control" report. He said that that is what it looks like to outsiders. He said you have to have the background to know what the program is. He said one of the things you see in the report is that everything that is not chalked up to delay is increasing the scope of the project and that covers a lot of blemishes. He asked what happened to staying within the scope of the program.

Francesca Gessner, Deputy City Attorney, said as a point of clarification, the general public comment portion is for comments on issues that are not on the agenda and issues relating to agenda items will be heard as part of the specific agenda item.

Donna Bero, Friends and Foundation San Francisco Public Library (Friends), requested that the Commission adjourn the meeting in honor of Phil Frank, who recently passed away and who was a great fan and supporter of the library. She said she had good news on the Yes on D campaign. She said at this point there are over two dozen organizations endorsing it along with numerous elected officials, individuals and community leaders. She said she had the complete list for anyone is who interested.

Marian Chatfield-Taylor, Friends, said there will be a program on October 17 on San Francisco's Carnegie Libraries at the Friends' office. She said the Glen Park branch library opening will be on Saturday, October 13 at 1:00 pm and that they have received a permit to close the street so it will be a bit of a street fair as well. Finally, she said there will be a Portola Garden Tour on October 20 from 11 am to 3 pm, with proceeds benefiting the Portola Library Campaign

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Peter Warfield said the campaign advocating for the passage of Prop D apparently continues to provide no information about important aspects of the measure including the bond indebtedness that it allows and the major change in permission for what the money can be spent on. He said that in that respect he would be very cautious about what an endorsement actually means. He said there were 18 ballot arguments submitted to the voter information panel all submitted by the Friends and none of which mentioned the radical differences to the Library Preservation Fund under this proposition. He said there are numerous endorsements for the No on D campaign and he would be happy to answer any questions regarding those.

Sue Cauthen, Chair of the Library Citizens Advisory Committee (LCAC), said that at their meeting the night before, Deputy City Attorney John Givner made a presentation on what the Committee members can and cannot do electioneering for Prop D. She said 4 of the members of the LCAC took out an ad paid for by them as individuals in support of Prop D.

Anne Wintroub, Friends, said she wanted to remind the Commissioners about the Big Book Sale at Fort Mason September 26 – 30. She said it kicks off with a Members Only reception on Wednesday, which Commissioners and staff are invited to attend. She said there will be over 250,000 books and she said the One City One Book author Lalita Tademy will be at the reception as well.

AGENDA ITEM NO. 2 CONTROLLER'S BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) REVIEW

-

City Librarian Luis Herrera said that the City Controller's Office will be providing the findings on their review of the BLIP. He said present from the Controller's Office are Deborah Gordon, the audit manager and principal author of the study, Harriet Richardson and Peg Stevenson. He said in March of this year he requested, on behalf of the Commission, a review of the BLIP by the City Controller's Office. The review was a result of numerous factors including increased construction costs, challenges attracting enough bidders to have a competitive bid climate, and a very ambitious community process that impacted the original project schedules. He said the review also had the support from the Department of Public Works (DPW). He thanked Peg Stevenson and Deborah Gordon for their support and professionalism in conducting this study.

Deborah Gordon, Audit Manager, City Services Audit Division of the City Controller's Office said she had been at the Commission on June 21 and had shared the original scope and objectives for the audit. She said that the report is available at the back table and is available on the Controller and Library's websites. She explained the background of the BLIP, the audit objectives, the scope and methodology, the findings, project delays by type, budget increases by category, and estimated budget increases from delays. She said that selected recommendations to the Library and DPW are that they: implement and monitor a new MOU that describes in detail each agency's responsibilities for effective and efficient bond program management; document and monitor all agreements for professional services provided by DPW and private sector consultants for bond projects; improve bond report readability and completeness; increase oversight of and controls over project budgets; and adopt any further best practices for increasing the number of construction bids received. Additionally she said DPW should create a standard set of escalation estimation practices, communicate those standards to cost estimators, and monitor each cost estimate for compliance.

Luis Herrera, City Librarian, expressed his appreciation to Edgar Lopez, Project Manager for the Project Management Division of DPW and his team for working collaboratively in reviewing the report for factual information and responding collaboratively. He referred to the letter attached as Appendix C to the Controller's review as the Library's response to the review and said that DPW and the Library concur with the recommendations. He said this is the most ambitious capital improvement program to upgrade the city library facilities in over forty years. He said there is already evidence of a more competitive bidding process. He said one of the core principles for the BLIP has been to respond to community input and the needs for each of the neighborhood libraries. He said the Library and DPW concur with the recommendations by the Controller's office and explained the responses to the recommendations in Appendix E to the report

Edgar Lopez, representing DPW, said the Department welcomes the audit and said that DPW is already working on improving the areas outlined in the report. He said DPW is hiring a second project manager to assist the program manager and has created a dedicated studio of architects and engineers who will be focused on the library improvements. He said they are committed to adding all the necessary staff and have developed a strategy that if the schedule falls behind on any give project that they will hire consultants, who will augment city staff.
He spoke further regarding the responses to the recommendations in Appendix E to the report.

Jill Bourne said that the Library and DPW finance divisions are in the process of finalizing new fiscal procedures which will delineate responsibilities and

expectations related to financial reporting.

Luis Herrera said that as a team the Library and DPW will adopt any best practices for increasing the number of bids received on projects.

Edgar Lopez said that there is a challenging contracting environment and he said DPW is leading a task force to try to increase the number of bidders that bid capital contracts. He said there are a number of initiatives coming out of that. He said the Mayor recently issued an Executive Order called Prompt Payment directing City Departments to make payment on construction contracts within 15 days of receipt of an invoice. He said that message is very powerful. He said the ability to estimate is closely tied to the number of bidders and competition that we create. He said the outreach to contractors encouraging them to bid on BLIP projects is continuing.

Luis Herrera said that the Library is confident that by implementing these recommendations it will make a difference in the execution of the BLIP and that it will be successful. He again thanked the Controller's Office and DPW.

Public Comment

An anonymous citizen said it was too bad President Higueras was not present because it would be nice to have the architect on the Commission present for this report. He said he agreed with the Controller's opinion that quarterly reports should provide clearer information on program schedules and budgets. He said in Appendix A there were inaccuracies in the original projected completion dates and in the actual project completion date.

Beatrice Krivestsky, Chair of the Marina Library Campaign Committee, said this was the first time she had ever been identified as a "delayer." She said as a member of the public and happy Marina dweller she was very proud to be part of the conversation and discourse that made that library really feel that it belonged to the community. She said democracy is wonderful but it is sloppy. She said it takes delays and that is just the way things work. She said the Library and the Friends do not need an apology they need a loud applause and she said thank you for the support and allowing laypersons to come and say "well done".

Kim Drew said she was another "delayer" said she is a Board member of the Friends, but she said she was speaking about her experience as a Noe Valley resident. She said it was a privilege to be involved in the design development process for the Noe Valley library. She said she thinks it will result in a better end product because of community involvement. She read a letter from Rosalind Cutler, who is involved in the Portola project, giving examples of community input that resulted in changes to the design to improve the library for the community. She also thanked the Commission for all its great work.

Peter Warfield said that the report is better than he expected but certainly not as good as he had hoped. He said he was concerned from the beginning about the scope and objectives and that the input from the organization being audited in those scope and objectives does raise questions about the independence of the audit. He said there were many issues that he would have liked to have seen included in the audit. He asked why the most earthquake prone branches were not the first to be completed. He asked why alternate services weren't seriously considered throughout the project. He said that a maximum of 4 branches being closed has been exceeded. He said a real gloss has been put on the delays and reflects badly on upper management.

Donna Bero, Friends, said how lovely it was to have the last Commission meeting at the Bayview branch. She read an open letter from the Friends, which said in part that the Friends of the Library are pleased to be working with the Library and DPW to revitalize and renew our remarkable public libraries. As a grassroots community foundation with significant investment in BLIP the sound management and oversight of this ambitious program is critical to Friends and the thousands of community members that we represent. We have done considerable examination of the BLIP program and its management and as an investor we are confident of the solid management and extensive oversight of the program.

Melissa Riley, representing the Librarians' Guild, said that any delays on the projects may in fact ultimately save money because of the new competitive bid process, especially because of this report which will help us to understand the difficulties with the process. She said whatever delay it took to get Brian and Jill on board is money well spent and Luis as well and said they are delighted with the very high quality of the management team. She also said it is important to provide color copies when information is presented on charts, etc. when the colors are important to the understanding of the documents.

Ellen Egbert, Bernal Heights, thanked that Commission and the Library for requesting that this report be done. She said it is important to look back and use the information for the future. She said it is important to communicate with the community about delays and project schedules.

Chet Roaman, Council of Neighborhood Libraries (CNL), said he agreed with the comments just made regarding communicating with the public. He said the library is a bastion in search of excellence and democratic principle in this city. He spoke about a charrette that was held at the beginning of the BLIP where architects and architectural students were brought in with interested stakeholders to look at designs of various libraries. He said the inclusion of the public in the process is a sign of excellence.

Deborah Doyle said that when she arrived in San Francisco 30 years ago the institution was much different than it is today and that it is going to be in 10 years. She said mistakes have been made along the way, but we are a model for people outside of San Francisco and we should be very proud of ourselves. She said when a project is of this scope that is when you can identify where efficiencies can be found. She thanked everyone here and also thanked Marilyn Thompson for her hard work as well.

Commission Discussion

Commissioner Chin said she was late to the meeting because she was yelling at a contractor at her school because of a construction issue that may cause a delay because there was not enough input into the project. She said community involvement is very important. She said the Commission has been shocked to learn of the high increase in cost of steel, concrete and the competition for building materials around the world.

Commissioner Bautista said she was thankful to Chet Roaman for reminding the Commission about the charrette that was held at the beginning on the BLIP, which showed everyone how to measure excellence. She said because some of the buildings are Carnegie buildings they require many specialized design features. She said she is glad the city is doing something about paying the contractors on time.

Commissioner Kane thanked the Controller, the Library and DPW staff for their cooperation and hard work on this. He said the delays caused by public input are well worth it. He said whatever mistakes have been made, we will learn from those mistakes. He said he would like to see a status report back in six months from DPW and the Library on where we are in addressing some of these issues.

Commissioner Munson said he had supported the idea of an audit and he agrees with Commissioner Kane.

Commissioner Chin left the meeting at 5:55 pm.

Commissioner Gomez said there are two members from the public, who think that library staff and the Commissioners were sent from the devil, but she said the professionalism and dedication from the staff always inspire confidence in her and she said she hopes the Commission will take that message out into the community. She said constant negativity will get us down and that will be the cause of delay.

Vice President Coulter said that the previous City Librarian pushed very hard on the program and in some cases pushed too hard and in the case of the Richmond branch the community pushed back and that really started the public

process. He said the process has worked well. He said there were some things that were disturbing and some things that were not so bad in the report. He asked the Controller's Office about other audits of other Departments.

Deborah Gordon, City Controller's Office, said she has done one other bond audit and said it was for the 1999 bond issue for the San Francisco School District. She said it was so completely different that it would be difficult to compare.

Peg Stevenson, Director City Services Audit Division, said there were some lessons learned from doing this audit. She said the time it takes to go through the community input process was greater than expected. She said the bond program management has done an excellent job in trying to move the projects forward, but she said if it is not realistic to build so many facilities in so short a time, the City should not plan to do that.

Commissioner Bautista said we were counting on State money and when that did not become available it caused additional delays.

Commissioner Munson said that there will be delays whenever there is a major gap in top management. He said it was a perfect storm with the increase in cost of construction materials and personnel issues. He said this could have been a huge disaster, but he thinks this will work out just fine.

Vice-President Coulter thanked the Controller's Office again for their report.

AGENDA ITEM NO. 3 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly report and said that the budget report is available at the back of the room and includes every budget change that has been made by the Commission to the bond program since its inception. She said every revision requires Commission action. She explained the current Schedule Report and said the last time the Commission made a change to the schedule was in March of this year. She said it lists every schedule change to the bond program since its inception. She said fully funded projects will be completed by the end of 2010 and the remaining projects will be completed by the end of 2011 pending additional funding. She explained the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs of some of the projects including Glen Park, which will have its opening celebration on Saturday, October 13; Noe Valley; Western Addition; and Richmond. She also gave the Community Outreach report and said there would be community meetings at Potrero on October 1 and Visitacion Valley on October 25 in addition to other events and programs.

Public Comment

An anonymous citizen said he was gratified that the representatives from the City Controller's Office and DPW had stayed for this presentation to see the regular Bond Program Manager report. He said if you think openness and democratic process explains some of the delay in this bond program, someone will try to sell you the Golden Gate Bridge. He said if you believed in democracy and open access to records the negative citizens wouldn't be so negative. He said the gadfly in democracy is supposed to be a respected individual. He said the previous comments about making the report readable and in color are well founded.

Peter Warfield said he was expecting a dramatic change in the format of some kind and he is disappointed that it has not come through. He said it was interesting that some "delayers" are praised but others don't have the same respect. He said a process for community participation is important to programs like this. He said the Library has not listened as much as they could have done, for example he Richmond Branch had to be re- done because of the community outcry about the design. He said some of the delays were due to rejections of applications by the State Bond Program.

Commission Discussion

Commissioner Kane said it would be nice to show the original schedules on the report. He said that if there are delays of more than three months he would like to see the cause of delay identified on the report so that there is real time transparency and budgeting issues. He said that that extra information would be helpful to him. He also said that when there are delays the community should be notified and that should be noted on the report. He asked about the protests that were reported.

Marilyn Thompson said that you cannot predict the number of bid protests on any specific project. She said there were multiple reasons for the protests, but she said she was hoping it would be wrapped up in a timely manner.

Luis Herrera, City Librarian, said it was very important to keep on top of the protests and to review specific information.

Commissioner Kane asked about the opening of the Noe Valley branch.

Luis Herrera said it is planned to open in March, 2008.

AGENDA ITEM NO. 4 ADJOURNMENT

MOTION: by Commissioner Munson, seconded by Commissioner Bautista, to adjourn the regular meeting of Thursday, September 20, 2007 in honor of Phil

Frank, a great friend of the library.

Public Comment

There was no public comment on this item.

ACTION: AYES: 6-0. (Bautista, Chin, Coulter, Gomez, Kane and Munson).

The regular meeting of September 20, 2007, of the San Francisco Public Library Commission adjourned at 6:30 pm

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website: http://sfpl.org/librarylocations/libcomm.htm. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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10/4/07

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, October 4, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of September 6, 2007.
Explanatory document: draft minutes.

3. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements). The City Librarian will give updates on the following topics: Glen Park Branch Opening; Digitization Projects; Catalog Department; Summer Reading Program and highlights on exhibitions and programs.
Explanatory documents: Review of the Catalog Department and Summer Reading Program Report.

4. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

5. COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT **DISCUSSION**
(This item is to allow the CNL to inform the Commission of their current and proposed activities.)

6. LIBRARY FACILITIES MANAGEMENT **DISCUSSION**
(Presentation and discussion on library facilities management for the main and branch libraries)
Explanatory document: Library Facilities Management Report.

7. APPROVAL OF THE 2008 LIBRARY COMMISSION MEETING SCHEDULE **ACTION**

(Presentation, discussion and possible action to approve the Library Commission meeting schedule for 2008.
Explanatory document: 2008 Library Commission meeting schedule

8. LABOR UNION REPORT **DISCUSSION**

(This item is to allow representatives of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS **DISCUSSION**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary 9/28/07

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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City Librarian

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Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of October 4, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, October 4, 2007, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:42 pm

Commissioners present: Coulter, Gomez, Higueras and Munson

Commissioner Kane arrived at 5:30 pm.

Commissioners Bautista and Chin were excused.

President Higueras said there would not be a report on Item No. 5, Council of Neighborhood Libraries at this meeting.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said that the campaign for the library measure has brought about some fascinating things including the Friends and Foundation going to an editorial meeting with the San Francisco Bay Guardian. He said that the interview was posted on the web and that he heard the Friends say that they agreed that the ideal would be to not have private money for the library. He said the Friends thought that the failure to post information on the web by the Library was just some strange technical problem. He said the Bay Guardian, for their part, agreed that they have contempt for gadflies; particularly the library gadflies. He also said one of the virtues of public scrutiny is that the Commission has to listen to the public.

Peter Warfield said the campaign trail for Prop D has been most interesting. He said the literature in support of Prop D in at least one of the pieces has added wording to make it less misleading. He said the Sunshine Task Force in September had found that the Library had not properly posted donations listed on the web site. He said the Task Force had found that the website had not been properly maintained and that it should be reviewed every week. He said it appears the library has updated the website listings.

A person who identified himself as a legally disabled person said he has enjoyed some of the services of the library. He said that when you register online for American Disability Act services at the library you must be physically at the library. He said that is an inconvenience for disabled people. He said the website does not identify where the specific computers in the library are located.

City Librarian Luis Herrera said the Library would get the person's name and contact information and look into it and get back to him.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF SEPTEMBER 6, 2007

Public Comment

An anonymous citizen said it had been a long time prior to the last meeting that the Commission had met at Bayview. He said these minutes are pretty good with a considerable amount of detail and some specificity about the subjects discussed. He said that anything controversial had been completely obliterated from the minutes.

Peter Warfield said it is a pleasure to read improved minutes but said there were a few points where they could be improved. He said at the bottom of page 1 under Public Comment regarding his comments about the Friends interfering with his receiving information, he said it was important to note that this occurred at a meeting regarding the group's endorsement for Prop D. He said on page 5 he would like his remarks to be corrected to read "that the Sunday hours are the ones **most** requested by the public." He also said his poem about the plums was about a great deal more than plums and should be more explicitly described.

Commission Discussion

Commissioner Munson said he took exception with the comment that Sunday hours are the ones "most" requested, because this was discussed at the Bayview branch and they had requested an additional weekday and not additional Sunday hours at this time.

Commissioner Coulter said that his remarks on page 3 regarding Mauricio Vela's comments were not totally clear. He also said it was important to add that the letter he read from Mr. Tilles was about the music collection.

Motion: By Commissioner Gomez, seconded by Commissioner Munson to approve the minutes of the regular meeting of September 6, 2007, as amended to clarify Commissioner Coulter's remarks on page 3 agreeing with the anonymous citizen's remarks about Mauricio Vela from the Bernal Preschool having made a comment under public comment that the Preschool was dissatisfied with the new facility. Also to clarify that the letter referred to by Commissioner Coulter on page 3 was regarding the print music collection.

Action: AYES 4-0: (Coulter, Gomez, Higueras and Munson)

AGENDA ITEM NO.3 CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera said that the Glen Park branch was the 12th branch in the library system and has had service for over 70 years. He said this will be the first time we have a permanent City owned facility, and it will be opening on Saturday, October 13 at 1:00 pm.

Kathy Lawhun, Chief of Main, said they are pleased to give a report on the scanning and digitization of municipal reports, which are a unique source to city government. She also invited the Commissioners and the public to go to the Eureka Valley branch and bring any historical photographs of gay San Francisco.

Susan Goldstein, Manager San Francisco History and Book Arts Section, said that the Eureka Valley event collecting photographs of gay San Francisco would be Sunday, October 14. She said the Library is partnering with the Open Content Alliance and showed their website which is http://www.opencontentalliance.org/. She said there are a lot of contributors including Berkeley, who has scanned about 50,000 books so far. She said the Friends of the San Francisco Public Library (Friends) gave a grant for $5,000 to allow the Library to do a first seed project. She said the Internet Archives charges $.10 per page for scanning and different presentation styles and storage so it is a very good price. She said if you go to the SFPL home page and type municipal reports in the catalog section you will get all San Francisco Municipal reports from 1859-1917. She said they are used a lot by researchers. She said the Library is hoping to continue with this project and add additional materials from the archives. She said the library is looking for other partnerships to help pay for the scanning of these materials. She said this is the soft launch and she is looking for more publicity.

Jill Bourne, Deputy City Librarian gave an update on the expanded hours at some of the branch libraries. She said the expanded hours will be effective October 21, 22 and 25. She said there are banners, buttons, flyers, festivities and information available on the Library's website.

Pat Fahrenthold, Chief of Technical Services, gave a review of the Catalog Department. She said the Catalog Department is one of three Departments of Technical Services. She said the offices are at 190 9th Street. She said the Catalog Department is responsible for cataloging and processing books and non-print audiovisual materials for use by the public and Library staff and responsible for the creation and maintenance of bibliographic records, authority records, and item records in the catalog. She said the Catalog Department's goals are availability, accessibility and accuracy. She said accomplishments in FY06-07 include cataloging of materials from Project Read and Deaf Services; and adding 308,971 items, a 43% increase over FY05-06. She said challenges for FY07-08 include increased budget including more funding

for international language materials; filling vacancies and training new staff; and continuing to review processes to increase availability, accessibility and accuracy of library materials.

Toni Bernardi, Chief Office of Children and Youth Services, reported on the Summer Reading Program for 2007. She said the purpose of the program is to encourage reading as a regular habit, help children maintain reading levels over the summer and provide varied and enriching library experiences. She said that there was a nice increase in the number of participants and finishers in some of the categories and said they would continue with efforts to get new participants and groups involved in the program.

Commissioner Kane entered the meeting at 5:30 pm.

Luis Herrera said that the participation of various groups such as Day Schools, etc. is very exciting in the Summer Reading Program.

Marcia Schneider, Chief of Communications, Collections and Adult Services introduced Lisa Vestal, the Library's new Chief Curator and told a little bit about her background. She gave an overview of highlights of upcoming adult programs and events including Litquake 2007 and said approximately 75 authors will take part. She said the Library will also be hosting Kidquake on October 10. She said there will be a Mayoral forum on Oct. 11 and a lot of wonderful activities surrounding the One City One Book. She said the Library will be hosting a number of environmental programs and will be partnering with the Water Department on a program on earthquake preparedness.

Public Comment

An anonymous citizen expressed his concern that not allowing private citizens to have access to computers to make electronic presentations is becoming increasingly discriminatory and disadvantageous. He said there was a presentation about discussions with the Glen Park neighborhood going back to 2001 and there was no mention about those discussions being very controversial. He said he was very interested in the digital library and was concerned about when you send someone to another site from your website how sure are you that they will be able to go back to the library site.

Peter Warfield said this was extremely interesting and he wished that some of these were separate issues on the agenda so that there could be more public comment. He said regarding the digitalization he would like to hear more details about the way these items are scanned and the scope of what will be digitalized. He said one thing was potentially troubling and that is sponsorships and partnerships for digitalization of items. He said it introduces a bias as to what is accessible to the public based on private funding. He said there should be a policy for how this is handled. He said there are still problems with cataloging.

Commission Discussion

Commissioner Coulter said he was very excited about the digitalization report. He said it allows more of the information to go out because not everyone can come into the library. He said the report cataloging sounds very positive. He said he is not very troubled with bringing in partnerships as long as those partnerships meet the needs of the library and serves a substantial segment of the community. He gave a special thanks to the Friends for coming up with some seed money for the digitalization. He said he loved the graphics for the Summer Reading Program. He said we can't do enough to encourage children to read. He said having the activities report done in the graphic format is terrific.

Commissioner Gomez said she agreed the report on upcoming activities was really great. She said she was excited about the digitalization of materials and she thought that Susan Goldstein's choice to begin the process with our City's historical records was a fabulous one.

Commissioner Munson said he was very happy to see the data on the cataloging and the number of items added. He said it was very efficient

AGENDA ITEM NO. 4 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends of the San Francisco Public Library, said that the 43rd annual Big Book Sale was very successful. She said there were over 250,000 books for sale and it took 15 18-wheelers to bring them in. She said more than 11,000 people attended and they sold about $251,000 worth of books. She said it was a wonderful way to support the library. She said the Yes on D campaign has added several more endorsements including the San Francisco Bay Guardian and many other groups and organizations. She said there are now more than 30 community and political groups endorsing Yes on D. She said the Neighborhood Library Campaign will be sponsoring a Garden Tour to benefit the Portola branch library on October 20. She said the Ingleside and Bernal Heights branches have developed historical calendars for fundraisers for the branches. She said there were several other upcoming events as well.

Public Comment

An anonymous citizen said he had also been out on the campaign trail and that it had been controversial. He said you would think it was an overwhelmingly popular proposition but, in fact, there are a number of people who know the history of the library and know better than to support it.

Peter Warfield said the Friends' donations appear now to be on the Library's website. He said one of the things he routinely hears is that money raised by the Friends is going to the Library. He said the Commission should ask what portion of the $251,000 in sales from the Big Book Sale is in fact going to the Library, because the Library does not

have any kind of Memorandum of Understanding with the Friends so there are no rules as to how much goes to the Library. He said that would be useful information to know.

Andrea Grimes, Special Collections Librarian, said she wanted to thank the Friends for their generosity in inviting the librarians to the preview event to make selections from the books for the library prior to the public sales. She said the library picked up books in many subjects such as automobiles, cookery, travel, mythology, literature, etc. She said it gets better every year.

Commission Discussion

President Higueras said it was great to hear the news about the Big Book Sale.

AGENDA ITEM NO. 5 COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT

As previously noted by the President this item was not heard at this meeting.

AGENDA ITEM NO. 6 LIBRARY FACILITIES MANAGEMENT

Roberto Lombardi, Facilities Director, said that they had changed their name from Operations and Maintenance to Facility Management. He said the goals are to provide: safe facilities for patrons and staff; efficient collection and analysis of condition information for renewal and maintenance budgeting; user friendly work order communication for library staff; continuous Green Building improvement; and feedback and measurement of performance. He gave a progress report on what was happening to meet those goals.

Public Comment

An anonymous citizen said this was a fascinating report and very reassuring. He was happy to hear about the priority about initiating services during an emergency. He said the primary deficit of the report is the budget itself and the dollar amounts for all of these proposals.

Peter Warfield said it was an interesting and extensive report. He had a question about the LEED program and sustainability standards being applied to the new branches. He said that it seems those standards have fallen by the wayside. He said the renovation of the main floor men's room does seem to be completed but he noted that there seems to be a lack of a check off list that shows when maintenance is scheduled or when it has been done.

Melissa Riley speaking for herself and another colleague said they are thrilled with this report. She said it is great to have the Library capturing, sharing, archiving, utilizing and requesting feedback about its own

facilities. She said it will help make the libraries work much better for all of us. She said the bird screening in the loading dock is a wonderful addition to the library. She said as a librarian, she found an article in a supplement to Library Journal at the website http://greenlibraries.org/. She said the article said it is easy being green if you know where to find ideas and inspiration.

Commission Discussion

Commissioner Munson said this is an excellent start and he would like to see some of the budget numbers with this as well. He said it would be helpful to know what the routine maintenance cost is for a branch.

Roberto Lombardi said the Facilities budget for maintenance is $10,042,623. He said the Library is trying to improve the way we analyze the budget to try to dig down and separate out costs to see if we are within the standards. He said he did appreciate the suggestion by Mr. Warfield for the checklist for the restrooms so he will look into that.

Commissioner Gomez thanked Roberto for his report and said she understood how difficult it is to communicate this type of information to lay people. She said she understood exactly what he was saying and she appreciated his enthusiasm.

President Higueras said he was gratified that we are looking at ways to insure that facilities are kept looking as good 10 or 15 years from now as they do the day they are brand new or renovated. He said that doesn't happen by accident. He said he was pleased to see this approached in a methodical and professional manner. He said it's important to protect the place and the materials and this is very heartening to see another aspect of how we do business.

Roberto Lombardi thanked all of the staff that were involved in this and he said there is a real synergy going on in the Library at this time.

Commissioner Kane said it is very important to maintain our facilities and important to keep the City Librarian out of the "Chronicle Watch". He asked about the number of work orders per day.

Roberto Lombardi said the Library is looking at the technology to better keep track of the number of work orders.

AGENDA ITEM NO. 7 APPROVAL OF THE 2008 LIBRARY COMMISSION MEETING SCHEDULE

Sue Blackman, Library Commission Secretary, presented the proposed Library Commission 2008 meeting schedule and said that she is recommending that due to holidays and vacations that the Commission only hold one meeting during the months of January, July, August and December, 2008.

An anonymous citizen said the number of meetings is now down to 20 Commission meetings a year. He said this is the continual retracting of the Commission's involvement. He said that when he first started attending the meetings there was one Commission meeting a month and six committee meetings each month. He said 20 times a year is not quite the attention this institution deserves. He said meeting at 4:30 is a virtue and it would be nice to move that to 5:00.

Peter Warfield said he was happy that this year meetings were moved from 4:00 pm in 2006 to 4:30 pm in 2007 and it would be nice if meetings could be held at 5:00 pm or later next year to make it more convenient for the public and staff from the branches to attend.

Commission Discussion

Commissioner Munson said it might be possible to hold meetings later in the day and asked if meeting times can be changed during the course of the year.

Francesca Gessner, Deputy City Attorney, said that the Commission is required to adopt a regular meeting schedule with regular starting times and dates. She said the Commission can have special meetings with different times with proper noticing.

President Higueras said that his experience is that people will generally find a way to come to a meeting they are interested in.

Commissioner Gomez said that the Arts Commission meets at 3:00 and people that need to come to those meetings attend those meetings at that time.

President Higueras said he would like to see the Commission meet in the community more often.

Commissioner Kane agreed with meeting out in the community more often at least once a quarter.

MOTION: by Commissioner Munson, seconded by Commissioner Gomez, to approve the 2008 meeting schedule.

ACTION: AYES: 5-0. (Coulter, Gomez, Higueras, Kane and Munson).

AGENDA ITEM NO. 8 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 9 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 10 ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Gomez, to adjourn the regular meeting of Thursday, October 4, 2007

ACTION: AYES: 5-0. (Coulter, Gomez, Higueras, Kane and Munson).

The regular meeting of October 4, 2007, of the San Francisco Public Library Commission adjourned at 7:02 p.m.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of October 4, 2007

(As approved at the regular meeting of Thursday, November 1, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, October 4, 2007, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:42 pm

Commissioners present: Coulter, Gomez, Higueras and Munson

Commissioner Kane arrived at 5:30 pm.

Commissioners Bautista and Chin were excused.

President Higueras said there would not be a report on Item No. 5, Council of Neighborhood Libraries at this meeting.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said that the campaign for the library measure has brought about some fascinating things including the Friends and Foundation going to an editorial meeting with the San Francisco Bay Guardian. He said that the interview was posted on the web and that he heard the Friends say that they agreed that the ideal would be to not have private money for the library. He said the Friends thought that the failure to post information on the web by the Library was just some strange technical problem. He said the Bay Guardian, for their part, agreed that they have contempt for gadflies; particularly the library gadflies. He also said one of the virtues of public scrutiny is that the Commission has to listen to the public.

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A person who identified himself as a legally disabled person said he has enjoyed some of the services of the library. He said that when you register online for American Disability Act services at the library you must be physically at the library. He said that is an inconvenience for disabled people. He said the website does not identify where the specific computers in the library are located.

City Librarian Luis Herrera said the Library would get the person's name and contact information and look into it and get back to him.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF SEPTEMBER 6, 2007

Public Comment

An anonymous citizen said it had been a long time prior to the last meeting that the Commission had met at Bayview. He said these minutes are pretty good with a considerable amount of detail and some specificity about the subjects discussed. He said that anything controversial had been completely obliterated from the minutes.

Peter Warfield said it is a pleasure to read improved minutes but said there were a few points where they could be improved. He said at the bottom of page 1 under Public Comment regarding his comments about the Friends interfering with his receiving information, he said it was important to note that this occurred at a meeting regarding the group's endorsement for Prop D. He said on page 5 he would like his remarks to be corrected to read "that the Sunday hours are the ones **most** requested by the public." He also said his poem about the plums was about a great deal more than plums and should be more explicitly described.

Commission Discussion

Commissioner Munson said he took exception with the comment that Sunday hours are the ones "most" requested, because this was discussed at the Bayview branch and they had requested an additional weekday and not additional Sunday hours at this time.

Commissioner Coulter said that his remarks on page 3 regarding Mauricio Vela's comments were not totally clear. He also said it was important to add that the letter he read from Mr. Tilles was about the music collection.

Motion: By Commissioner Gomez, seconded by Commissioner Munson to approve the minutes of the regular meeting of September 6, 2007, as amended to clarify Commissioner Coulter's remarks on page 3 agreeing with the anonymous citizen's remarks about Mauricio Vela from the Bernal Preschool

having made a comment under public comment that the Preschool was dissatisfied with the new facility. Also to clarify that the letter referred to by Commissioner Coulter on page 3 was regarding the print music collection.

Action: AYES 4-0: (Coulter, Gomez, Higueras and Munson)

AGENDA ITEM NO.3 CITY LIBRARIAN'S REPORT

City Librarian Luis Herrera said that the Glen Park branch was the 12th branch in the library system and has had service for over 70 years. He said this will be the first time we have a permanent City owned facility, and it will be opening on Saturday, October 13 at 1:00 pm.

Kathy Lawhun, Chief of Main, said they are pleased to give a report on the scanning and digitization of municipal reports, which are a unique source to city government. She also invited the Commissioners and the public to go to the Eureka Valley branch and bring any historical photographs of gay San Francisco.

Susan Goldstein, Manager San Francisco History and Book Arts Section, said that the Eureka Valley event collecting photographs of gay San Francisco would be Sunday, October 14. She said the Library is partnering with the Open Content Alliance and showed their website which is http://www.opencontentalliance.org/. She said there are a lot of contributors including Berkeley, who has scanned about 50,000 books so far. She said the Friends of the San Francisco Public Library (Friends) gave a grant for $5,000 to allow the Library to do a first seed project. She said the Internet Archives charges $.10 per page for scanning and different presentation styles and storage so it is a very good price. She said if you go to the SFPL home page and type municipal reports in the catalog section you will get all San Francisco Municipal reports from 1859-1917. She said they are used a lot by researchers. She said the Library is hoping to continue with this project and add additional materials from the archives. She said the library is looking for other partnerships to help pay for the scanning of these materials. She said this is the soft launch and she is looking for more publicity.

Jill Bourne, Deputy City Librarian gave an update on the expanded hours at some of the branch libraries. She said the expanded hours will be effective October 21, 22 and 25. She said there are banners, buttons, flyers, festivities and information available on the Library's website.

Pat Fahrenthold, Chief of Technical Services, gave a review of the Catalog Department. She said the Catalog Department is one of three Departments of Technical Services. She said the offices are at 190 9th Street. She said the Catalog Department is responsible for cataloging and processing books and

non-print audiovisual materials for use by the public and Library staff and responsible for the creation and maintenance of bibliographic records, authority records, and item records in the catalog. She said the Catalog Department's goals are availability, accessibility and accuracy. She said accomplishments in FY06-07 include cataloging of materials from Project Read and Deaf Services; and adding 308,971 items, a 43% increase over FY05-06. She said challenges for FY07-08 include increased budget including more funding for international language materials; filling vacancies and training new staff; and continuing to review processes to increase availability, accessibility and accuracy of library materials.

Toni Bernardi, Chief Office of Children and Youth Services, reported on the Summer Reading Program for 2007. She said the purpose of the program is to encourage reading as a regular habit, help children maintain reading levels over the summer and provide varied and enriching library experiences. She said that there was a nice increase in the number of participants and finishers in some of the categories and said they would continue with efforts to get new participants and groups involved in the program.

Commissioner Kane entered the meeting at 5:30 pm.

Luis Herrera said that the participation of various groups such as Day Schools, etc. is very exciting in the Summer Reading Program.

Marcia Schneider, Chief of Communications, Collections and Adult Services introduced Lisa Vestal, the Library's new Chief Curator and told a little bit about her background. She gave an overview of highlights of upcoming adult programs and events including Litquake 2007 and said approximately 75 authors will take part. She said the Library will also be hosting Kidquake on October 10. She said there will be a Mayoral forum on Oct. 11 and a lot of wonderful activities surrounding the One City One Book. She said the Library will be hosting a number of environmental programs and will be partnering with the Water Department on a program on earthquake preparedness.

Public Comment

An anonymous citizen expressed his concern that not allowing private citizens to have access to computers to make electronic presentations is becoming increasingly discriminatory and disadvantageous. He said there was a presentation about discussions with the Glen Park neighborhood going back to 2001 and there was no mention about those discussions being very controversial. He said he was very interested in the digital library and was concerned about when you send someone to another site from your website how sure are you that they will be able to go back to the library site.

Peter Warfield said this was extremely interesting and he wished that some of

these were separate issues on the agenda so that there could be more public comment. He said regarding the digitalization he would like to hear more details about the way these items are scanned and the scope of what will be digitalized. He said one thing was potentially troubling and that is sponsorships and partnerships for digitalization of items. He said it introduces a bias as to what is accessible to the public based on private funding. He said there should be a policy for how this is handled. He said there are still problems with cataloging.

Commission Discussion

Commissioner Coulter said he was very excited about the digitalization report. He said it allows more of the information to go out because not everyone can come into the library. He said the report cataloging sounds very positive. He said he is not very troubled with bringing in partnerships as long as those partnerships meet the needs of the library and serves a substantial segment of the community. He gave a special thanks to the Friends for coming up with some seed money for the digitalization. He said he loved the graphics for the Summer Reading Program. He said we can't do enough to encourage children to read. He said having the activities report done in the graphic format is terrific.

Commissioner Gomez said she agreed the report on upcoming activities was really great. She said she was excited about the digitalization of materials and she thought that Susan Goldstein's choice to begin the process with our City's historical records was a fabulous one.

Commissioner Munson said he was very happy to see the data on the cataloging and the number of items added. He said it was very efficient

AGENDA ITEM NO. 4 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends of the San Francisco Public Library, said that the 43rd annual Big Book Sale was very successful. She said there were over 250,000 books for sale and it took 15 18-wheelers to bring them in. She said more than 11,000 people attended and they sold about $251,000 worth of books. She said it was a wonderful way to support the library. She said the Yes on D campaign has added several more endorsements including the San Francisco Bay Guardian and many other groups and organizations. She said there are now more than 30 community and political groups endorsing Yes on D. She said the Neighborhood Library Campaign will be sponsoring a Garden Tour to benefit the Portola branch library on October 20. She said the Ingleside and Bernal Heights branches have developed historical calendars for fundraisers for the branches. She said there were several other upcoming events as well.

Public Comment

An anonymous citizen said he had also been out on the campaign trail and that it had been controversial. He said you would think it was an overwhelmingly popular proposition but, in fact, there are a number of people who know the history of the library and know better than to support it.

Peter Warfield said the Friends' donations appear now to be on the Library's website. He said one of the things he routinely hears is that money raised by the Friends is going to the Library. He said the Commission should ask what portion of the $251,000 in sales from the Big Book Sale is in fact going to the Library, because the Library does not have any kind of Memorandum of Understanding with the Friends so there are no rules as to how much goes to the Library. He said that would be useful information to know.

Andrea Grimes, Special Collections Librarian, said she wanted to thank the Friends for their generosity in inviting the librarians to the preview event to make selections from the books for the library prior to the public sales. She said the library picked up books in many subjects such as automobiles, cookery, travel, mythology, literature, etc. She said it gets better every year.

Commission Discussion

President Higueras said it was great to hear the news about the Big Book Sale.

AGENDA ITEM NO. 5 COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT

As previously noted by the President this item was not heard at this meeting.

AGENDA ITEM NO. 6 LIBRARY FACILITIES MANAGEMENT

Roberto Lombardi, Facilities Director, said that they had changed their name from Operations and Maintenance to Facility Management. He said the goals are to provide: safe facilities for patrons and staff; efficient collection and analysis of condition information for renewal and maintenance budgeting; user friendly work order communication for library staff; continuous Green Building improvement; and feedback and measurement of performance. He gave a progress report on what was happening to meet those goals.

Public Comment

An anonymous citizen said this was a fascinating report and very reassuring. He was happy to hear about the priority about initiating services during an emergency. He said the primary deficit of the report is the budget itself and the dollar amounts for all of these proposals.

Peter Warfield said it was an interesting and extensive report. He had a question about the LEED program and sustainability standards being applied to the new branches. He said that it seems those standards have fallen by the wayside. He said the renovation of the main floor men's room does seem to be completed but he noted that there seems to be a lack of a check off list that shows when maintenance is scheduled or when it has been done.

Melissa Riley speaking for herself and another colleague said they are thrilled with this report. She said it is great to have the Library capturing, sharing, archiving, utilizing and requesting feedback about its own facilities. She said it will help make the libraries work much better for all of us. She said the bird screening in the loading dock is a wonderful addition to the library. She said as a librarian, she found an article in a supplement to Library Journal at the website http://greenlibraries.org/. She said the article said it is easy being green if you know where to find ideas and inspiration.

Commission Discussion

Commissioner Munson said this is an excellent start and he would like to see some of the budget numbers with this as well. He said it would be helpful to know what the routine maintenance cost is for a branch.

Roberto Lombardi said the Facilities budget for maintenance is $10,042,623. He said the Library is trying to improve the way we analyze the budget to try to dig down and separate out costs to see if we are within the standards. He said he did appreciate the suggestion by Mr. Warfield for the checklist for the restrooms so he will look into that.

Commissioner Gomez thanked Roberto for his report and said she understood how difficult it is to communicate this type of information to lay people. She said she understood exactly what he was saying and she appreciated his enthusiasm.

President Higueras said he was gratified that we are looking at ways to insure that facilities are kept looking as good 10 or 15 years from now as they do the day they are brand new or renovated. He said that doesn't happen by accident. He said he was pleased to see this approached in a methodical and professional manner. He said it's important to protect the place and the materials and this is very heartening to see another aspect of how we do business.

Roberto Lombardi thanked all of the staff that were involved in this and he said there is a real synergy going on in the Library at this time.

Commissioner Kane said it is very important to maintain our facilities and

important to keep the City Librarian out of the "Chronicle Watch". He asked about the number of work orders per day.

Roberto Lombardi said the Library is looking at the technology to better keep track of the number of work orders.

AGENDA ITEM NO. 7 APPROVAL OF THE 2008 LIBRARY COMMISSION MEETING SCHEDULE

Sue Blackman, Library Commission Secretary, presented the proposed Library Commission 2008 meeting schedule and said that she is recommending that due to holidays and vacations that the Commission only hold one meeting during the months of January, July, August and December, 2008.

An anonymous citizen said the number of meetings is now down to 20 Commission meetings a year. He said this is the continual retracting of the Commission's involvement. He said that when he first started attending the meetings there was one Commission meeting a month and six committee meetings each month. He said 20 times a year is not quite the attention this institution deserves. He said meeting at 4:30 is a virtue and it would be nice to move that to 5:00.

Peter Warfield said he was happy that this year meetings were moved from 4:00 pm in 2006 to 4:30 pm in 2007 and it would be nice if meetings could be held at 5:00 pm or later next year to make it more convenient for the public and staff from the branches to attend.

Commission Discussion

Commissioner Munson said it might be possible to hold meetings later in the day and asked if meeting times can be changed during the course of the year.

Francesca Gessner, Deputy City Attorney, said that the Commission is required to adopt a regular meeting schedule with regular starting times and dates. She said the Commission can have special meetings with different times with proper noticing.

President Higueras said that his experience is that people will generally find a way to come to a meeting they are interested in.

Commissioner Gomez said that the Arts Commission meets at 3:00 and people that need to come to those meetings attend those meetings at that time.

President Higueras said he would like to see the Commission meet in the community more often.

Commissioner Kane agreed with meeting out in the community more often at least once a quarter.

MOTION: by Commissioner Munson, seconded by Commissioner Gomez, to approve the 2008 meeting schedule.

ACTION: AYES: 5-0. (Coulter, Gomez, Higueras, Kane and Munson).

AGENDA ITEM NO. 8 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 9 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 10 ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Munson, seconded by Commissioner Gomez, to adjourn the regular meeting of Thursday, October 4, 2007

ACTION: AYES: 5-0. (Coulter, Gomez, Higueras, Kane and Munson).

The regular meeting of October 4, 2007, of the San Francisco Public Library Commission adjourned at 7:02 p.m.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9,

67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.L.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, October 18, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation, discussion and possible action to approve the minutes of the regular meeting of September 20, 2007.
Explanatory document: draft minutes.

3. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

4. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 10/12/07

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of October 18, 2007

(As approved at the regular meeting on November 1, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, October 18, 2007, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:40 pm

Commissioners present: Bautista, Chin, Coulter, Gomez, Higueras and Munson.

Commissioner excused: Kane

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said he has been out on the campaign trail. He said President Higueras wrote a letter to the Bay Guardian saying that it was ludicrous to imagine that the library would be swayed by the sum of money that the Friends and Foundation donate. He said the roles seem to have been reversed in the support and opposition of Prop D and what the two sides have in common is that both sides recognize that it is really all lies.

Sue Cauthen, Library Citizens Advisory Committee (LCAC), passed out a resolution that the LCAC unanimously adopted the previous night regarding the Controller's audit. She said she told the members of the LCAC that this would probably be the most important thing they would be doing all year. She said the LCAC is recommending that the Board of Supervisors adopt a resolution urging San Francisco Public Library and the Department of Public Works to make operational changes recommended in the Controller's audit by January, 2008, and to establish a mechanism to monitor and report (to the Board of Supervisors and the public) on implementation and continued compliance. She said they further recommended that additional performance audit/s of the 2000 library bond issue be conducted in a timely manner and that the library and/or DPW fund future independent reviews.

President Higueras asked that she relate to the LCAC that the Commission very much appreciates their encouragement.

Ellen Egbert, Bernal Heights, said the Bernal Heights Library Campaign has several fundraising events scheduled with the Gabriel Sharing Fund on October 18-20. She also passed around the new Bernal Heights calendar that will be on sale for $10 and said that all the proceeds go to the Bernal Library Fund. She said since March she has been putting her public comment fund contributions aside to go to the Bernal branch and it has now exceeded $500 so she said she now has a naming opportunity for a chair and she said it remains to be seen what name she will memorialize.

Peter Warfield said he was disappointed that there wasn't an agenda item on the expanded hours at the branch libraries. He said that 4,900 people had been surveyed and the majority wanted expanded afternoon hours. He said 41% wanted Sunday afternoons and 18% Monday afternoons. He said only a minority of the new hours are on Sundays. He said the Mondays that have been added do not have evening hours. He said he is glad there are more hours but disappointed that there are not more Sunday hours.

Anne Wintroub, Friends of the San Francisco Public Library (Friends) gave an update on the Proposition D campaign. She said there is incredible support from community groups and individuals. She said they have received endorsements from the San Francisco Examiner, the San Francisco Bay Guardian and the San Francisco Chronicle.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF SEPTEMBER 20, 2007

An anonymous citizen said the secretary of the Commission often misses the point but that the minutes are at least into the territory of meaningful. He said on the first page of the minutes where he said that the "out of control report as seen by outsiders" is a juxtaposition of what it looks like to insiders, which is it looks like it is on schedule, on budget, on program. He said the secretary does not have the background to know the history of this statement. He said there were also problems with his comments on page 4 with respect to the Controller's report.

Peter Warfield said it was nice to read minutes that one could say about them good job. He said he would like one word removed on page 2 under his comments. It now reads ". . .the campaign advocating for the passage of Prop D apparently continues to provide no information about **the** important aspects of the measure . . . . He would like the word "the" removed to clarify his comments.

Commissioner Coulter suggested that the word "the" be deleted as suggested by Peter Warfield.

Jill Bourne, Deputy City Librarian, said that there should be a correction on

page one to identify Francesca Gessner as Deputy City Attorney rather than Deputy City Librarian.

Motion: By Commissioner Bautista, seconded by Commissioner Munson to approve the minutes of the regular meeting of September 20, 2007, as amended to delete the word "the" on page 2 from Peter Warfield's remarks so that it will read ". . . the campaign advocating for the passage of Prop D apparently continues to provide no information about important aspects of the measure. . . "; and to correct the identification of Francesca Gessner as Deputy City Attorney rather than Deputy City Librarian.

Action: AYES 6-0: (Bautista, Chin, Coulter, Gomez, Higueras and Munson)

AGENDA ITEM NO. 3 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly reports which include the budget, schedule, active projects, construction and community outreach. She said the Budget Report includes the Baseline Budget, which is the budget the Commission approved in October, 2001 and the budget approved in June, 2007. She said the schedule report has been reformatted in accordance with recommendations that have been made in the Controller's report. She said it is a summary level report that is broken down by project in alphabetical order. She said the active projects are in color and the completed projects are not. She said each project has the original schedule, the last approved schedule and the forecast. She said the budget information is also included in the report. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She gave the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs of some of the projects currently in construction including Noe Valley, Western Addition, Richmond and the trailers at Portola. She gave the Community Outreach report and said there would be a Community meeting in Visitacion Valley on October 25. She said other events the library would participate in include the Portola Festival, the Bernal Fiesta on the Hill and the Potrero Hills Festival. She concluded by showing photographs of the opening celebration of the Glen Park branch.

Luis Herrera, City Librarian, thanked Commissioner Coulter for representing the Commission at the Glen Park branch opening, and said he wanted to thank the hundreds of people involved in this opening. He said the Friends of the Library put on a wonderful event for the community.

Public Comment

An anonymous citizen said the tables in the report were much more readable.

He said the Controller's report certainly had its effect on improving these reports. He said the copies of the report were much better; however, the copies of the slides were substantially worse. He said there were a number of dates that were mentioned orally but that were part of the report. He said he was at the Glen Park branch opening as well.

Peter Warfield said the Glen Park opening was very festive and although he has not been happy with a library on the second floor as a matter of principle he said that it was an enlarged facility and the light was terrific. He said he appreciates the improvements in the reports especially the Library Commission's Schedule Report. He asked what the source was for what is called the original schedule. He said the audit report made some comments that were soft selling problems and gave some examples. He asked the Commission to look into some of these issues.

Commission Discussion

Commissioner Coulter asked about the rebidding of the Ingleside project.

Marilyn Thompson, Bond Program Manager, said they were hoping to get a similar number of bids for the project with the rebid but without the protests.

Commissioner Coulter said the Glen Park building is quite handsome and he was happy he had a chance to speak with the architect. He said the library has been differentiated from the rest of the building and the lighting is terrific. He said he has been to several of these openings now and he wanted to comment on the attitude of staff. He said in 1991 one of the things the Commission wanted to work on was staff pride. He said at the time due to lack of funds and other things, staff was depressed and angry. He said the increase in funding has certainly helped turn things around but it is also due to the leadership of management. He said Brian Bannon, Chief of Branches should be congratulated as well as Luis Herrera, City Librarian, for putting the team together. He said they have certainly helped turned things around. He said it is very positive now with both the community being proud of their institution and the employees of the library saying "isn't it great I work for the library."

Luis Herrera, City Librarian, said that throughout the library organization we are pushing for a culture of engagement and letting people take ownership and feel like they are involved in decisions at different levels of the organization. He said he was delighted that Commissioner Coulter had noticed the effect of those efforts and said they will continue with those efforts.

President Higueras said that he was out of town for the opening of the Glen Park branch but he did have a chance to see the building before hand and he said he thought it was one of our best achievements. He said this project was fraught with a lot of apprehension from the neighborhood and concern about

the impact of the project. He said it is heartening to see that some of those fears have been responded to and overcome. He said this partnership was a reasonable alternative to a stand alone library for this neighborhood.

Commissioner Bautista said that this is the second condo project the library has been involved with and that this worked out well because of the previous experience. She said she was very happy for the Glen Park community because this is what they have been waiting for for many years. She was happy with the Friends, the community and everyone involved who participated in making this a community project.

Luis Herrera, City Librarian, said the program room at Glen Park has state of the art equipment and he thinks it will be heavily used. He said Dave Schwabe from Media Services put together a wonderful slide presentation of the history of Glen Park that was shown during the opening. He said it was one of the hits of the celebration and he wanted to thank him for that. He also said the Public Affairs group did a great job with the opening as well.

AGENDA ITEM NO. 4 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, October 18, 2007.

Public Comment

There was no public comment on this item.

ACTION: AYES: 6-0. (Bautista, Chin, Coulter, Gomez, Higueras, and Munson).

The regular meeting of October 18, 2007, of the San Francisco Public Library Commission adjourned at 5:36 pm

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory

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San Francisco Public Library

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, November 1, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
(Presentation, discussion and possible action to approve the minutes of the regular meeting of October 4, 2007.)
Explanatory document: minutes.

3. APPROVAL OF THE MINUTES **ACTION**
(Presentation, discussion and possible action to approve the minutes of the regular meeting of October 18, 2007.)
Explanatory document: minutes.

4. CITY LIBRARIAN'S REPORT by Luis Herrera
DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements.) The City Librarian will give updates on the following topics: Supporting Successful Teens; Chief of Main Kathy Lawhun's appointment to the Depository Library Council; Shades of LGBTQI; and highlights on exhibitions and programs.
Explanatory document: Supporting Successful Teens report.

5. FRIENDS OF THE LIBRARY REPORT
DISCUSSION
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

6. COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT **DISCUSSION**
(This item is to allow the CNL to inform the Commission of its current and proposed activities.)

7. PROJECT READ **DISCUSSION**
(Presentation and discussion of the Project Read program)
Explanatory documents: Project Read report.

8. FOCUS ON: CHINESE CENTER AT THE MAIN LIBRARY DISCUSSION
(Presentation and discussion of the programs, services and community outreach for the Chinese Center at the Main Library)
Explanatory document: Chinese Center report.

9. LABOR UNION REPORT
DISCUSSION
(This item is to allow representatives of labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 10/26/2007

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2007agendas.htm.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

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Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

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Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

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Sue Blackman, Commission Secretary 03/29/07

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Connie K. Chin
Dewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of November 1, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, November 1, 2007, in the Koret Auditorium, Main Library.

Vice-President Coulter called the meeting to order at 4:35 pm

Commissioners present: Bautista, Chin, Coulter, and Munson.

President Higueras was excused.

Commissioners Kane arrived at 4:39 pm.

Commissioners Gomez arrived at 4:40 pm.

Vice-President Coulter changed the order of the agenda requesting that Item No. 5 (Friends of the Library Report) be heard prior to Item No. 2 with the rest of the agenda items to follow.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said he has been looking at the materials supporting Prop D very carefully. He said a vote for Prop D means that the public wants to pay for the chairs in the libraries and does not want to be grateful to any corporate sponsors or any others who make donations to the Friends and Foundation (Friends). He said if you look back to the campaign of 1988 it is very clear that Mr. Herrera and the Friends are now running on the anonymous citizen's vision, with just one problem, it is all lies. He said this is a closer election than you would all like to admit. He said the choice is between the ones who believe you on the one hand and those that recognize that almost everything is a lie.

Ellen Egbert, Bernal Heights, said that both the Bernal Heights and the Ingleside calendars are available in the Friends' bookstore upstairs. She said that on Halloween this year there were over 1,000 people at the Bernal Heights library so it was a grand success.

Peter Warfield said the campaign trail for Prop D has been most interesting. He said that it has been misleading from the beginning with

the name of the proposition including the word "renewing." He said this is not a renewal of the Library Preservation Fund, it is a repeal two years early of the existing measure and it is a substitution with new language. He said there have been many misrepresentations and one has been that this measure will guarantee that existing levels of service in various categories are assured. He said that is simply not true.

Anne Wintroub, Friends of the Library, said thank you to the Commissioners and staff for the recent roll out of the expanded hours.

Cathy Bremer, said she would like to give the Labor Union Report, listed on the agenda as Item No. 9, since she had to leave the meeting early. She said that the labor union is very excited about the upcoming election and about a new day for the library. She also said the expanded hours process was very well implemented.

AGENDA ITEM NO. 5 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends of the San Francisco Public Library, said there is a lot to be thankful for this month. She said that the Yes on D campaign has gone spectacularly well and regardless of the outcome, it has been a magnificent effort by thousands of people and she is sure we will be celebrating next Tuesday. She said Deborah Doyle, a member of the Friends staff has been elected to the California Library Association (CLA) Assembly, the body which sets policy for the CLA. She said it is quite an honor and one she deserves. She said the Richmond Branch neighborhood library campaign has gotten half way to their goal of $1 million and they are working to raise money for both the Richmond and Anza branches. She said that the Ingleside and Bernal Heights calendars are for sale through the Friends offices in addition to the store upstairs in the Main Library. She said Friends will be kicking off their "Works in Progress" series in November. She said on December 6 Michael Krasny host of KQED's Forum will be speaking at the Friends office. She said she was happy to report that Friends had been given an award from ALTA, the Association for Library Trustees and Advocates, a Division of the American Library Association (ALA). She said it is the 2007 Major Benefactors Honor Award in recognition of major benefaction to the bond program for the renovation to branch libraries in San Francisco. She asked the Friends' Board members and staff present in the audience to come forward for a photograph with the Commission. She also thanked Commissioner Bautista for her support in obtaining this award.

Public Comment

An anonymous citizen said he hoped this item was not taken out of sequence so the Friends could leave early because he wouldn't be leaving early. He said complaining about the Friends and Foundation is like complaining that leopards have spots.

Commission Discussion

Commissioner Bautista congratulated the Friends for their outstanding contribution. She said as far as we know the Friends have the highest contribution to any library in the United States so we are very grateful that they are awarded this outstanding honor on a National level.

Vice President Coulter said it is wonderful working with the Friends and wanted to offer his congratulations.

Luis Herrera, City Librarian added his congratulations to the Friends as well especially to the leadership of Donna Bero and her staff

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF OCTOBER 4, 2007

Public Comment

An anonymous citizen said he is gratified with the minutes and said they are pretty good minutes.

Peter Warfield said it is nice to have good minutes. He said under Item No. 3 City Librarian's Report last line on page 4 it said "He said there are still problems with cataloging." He said since he made specific remarks about the problems with cataloging that his remarks should have had more specificity.

Motion: By Commissioner Chin, seconded by Commissioner Bautista to approve the minutes of the regular meeting of October 4, 2007.

Action: AYES 6-0: (Bautista, Chin, Coulter, Gomez, Kane and Munson)

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES OF OCTOBER 18, 2007

Public Comment

An anonymous citizen said it is timely and appropriate to have the minutes from the preceding meeting on the agenda for approval. He said these minutes are pretty good. He said on the bottom of page 4 President Higueras' comments are not represented accurately regarding the Glen Park branch.

Peter Warfield said regarding the previously adopted minutes that when he makes comments regarding something like the cataloging he has done research on that issue and would appreciate if it is recorded accurately. He said there is a good example of clarity of minutes on his remarks on page 2 regarding approval of the minutes of September 20.

Motion: By Commissioner Bautista, seconded by Commissioner Gomez to approve the minutes of the regular meeting on October 18, 2007.

Action: AYES 6-0 (Bautista, Chin, Coulter, Gomez, Kane and Munson).

AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, said that he would like to begin the report with an update on Supporting Successful Teens.

Toni Bernardi, Chief Office of Children and Youth Services, introduced Jennifer Collins, who manages our operations and programs that directly serve our young people from the ages of 13-18. She said there is some overlap with the project with the school district, but this report is broader in scope.

Jennifer Collins, Teen Services Specialist, gave an update on the Supporting Successful Teens Program. She said an additional $400,000 has been provided for books for the program. She said that the types of books include books for tweens, test preparation, school assigned classics, biographies, graphic novels and Chinese and Spanish language enhancements. She explained staff training and programs for teens.

Harry Jackson, a member of the Main Library Teen Council, said that the Council gives opinions and ideas as to how to improve the libraries for teens. He said he would like to see more funding for teen programs and he said libraries are good.

Jennifer Collins, said the Teen Council has been visiting renovated libraries and evaluating the teen spaces in those branches. She said they provide SAT prep workshops, print booklists, partner and collaborate with different organizations, and provide class visits and receive feedback and evaluations from those school visits.

Luis Herrera, City Librarian, announced that Kathy Lawhun, Chief of Main, was recently appointed to a national council called the Depository Library Council, sponsored by the United States Government Printing Office. This Council provides advice and input in terms of U.S. Government publications throughout 1200 libraries throughout the country. He also wanted to congratulate Kathy on this appointment.

Kathy Lawhun, Chief of Main, gave an update on her first visit to Washington, D.C. in this role. She said she was appointed as a representative from the Public Library Association, which is part of the American Library Association. She said she was very happy to be appointed because they had not had a public librarian or a Californian on the Council for a number of years. She said the San Francisco Public Library (SFPL) has been a Depository since 1889. She said she started her career with SFPL 25 years ago as a Documents Librarian. She said one of the things the Council is grappling with is the paperless society and how to make electronic versions of documents available to the public. She said she looks forward to the next three years of participating on the Council.

Luis Herrera, City Librarian, said that on Saturday, October 13, there was a training session for volunteers to learn how to collect photographs and material for Shades LGBTQI. On Sunday October 14, at the Eureka Valley branch 28 volunteers assisted over 55 donors with the program. He said the San Francisco Chronicle had two great articles about the program.

Marcia Schneider, Chief of Communications, Collections and Adult Services, gave the highlights on programs and events for November. She explained two upcoming exhibitions; Who We Are: Essays and Photographs by Students at San Quentin State Prison, November 10 – January 20, 2008; and Hand Bookbinders of California: 35th Anniversary Exhibition. November 1 – December 31, 2007. She said literary programs include Gail Tsukiyama, Greg Mortensen, Al Young and Sonia Nazario. She said upcoming programs include ITVS Community Cinema: An Unreasonable Man and the 19th annual Unsung Hero Awards. She also said that the One City One Book program with Lalita Tademy was very successful and reminded everyone it is not too late to read the book.

Public Comment

An anonymous citizen said it is important to identify donors to the Friends and Foundation, but anonymity in a private citizen speaking before the Commission should be respected. He said he was disappointed that there was not a report on the implementation of Sunday hours, but you can't really call them Sunday hours. He said he loved the graphics on the presentation and wouldn't it be nice if members of the public had the same opportunity for presentations.

Bradford Jackson said he lives really close to the library and likes to come and take advantage of the resources the library has available for teens. He said he likes to go to the teen center and participate in the teen programs. He said he would like to see an expanded teen center where more teens can come and hang out.

Sandra Chin said she has been a patron of the library since she was 3 or 4. She would go to the Mission branch with her mother every week. When she became a teenager she said she was very disappointed in the area allotted for the teen section. She said the Children's section is very large and funding is important for teen sections. She said programming and events are very important for teens and she would like to see better advertising of these programs and events to encourage more teens to attend.

Peter Warfield said these reports are interesting and he wishes that they were on the agenda as separate items to allow for more public comment. He said it was good to hear the Teen Librarian say that books are for enjoyment. He said he did miss on the lists for teens a mention of the classics or nonfiction. He said the report on the Depository Advisory Council was very interesting and the grappling with the paperless society

was very interesting. He said there are some serious issues with the archival nature of some electronic formats. He was glad to hear about the highlights for November programming and that it includes lots of book programs and for that he is very glad.

Commission Discussion

Commissioner Gomez said congratulations to the teen staff person and that it was great to hear the report. She said she was happy to hear about Lalita Tademy and the One City One Book program.

Commissioner Bautista said it would be nice to hear more from the teens on other programs that they would like to see. She said it would be nice to add space to the teen sections and it would be nice to expand the different languages offered in the teen sections.

Commissioner Chin asked the teens several questions about what they thought would improve the teen sections.

Bradford Jackson said it is a good place to meet new people, read books together, and find out about other people's schools. He said a bigger area with more books and better selection.

Sandra Chin said technology does have an effect on teens reading but the most important part is expanding the selection, and adding more graphic novels, etc. She said getting more information out to the schools would certainly help promote the summer reading program and other programs.

AGENDA ITEM NO. 6 COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT

Marcia Popper, Presidio Branch representative to CNL gave an update on CNL activities. She said CNL was involved with the Glen Park branch opening. She said CNL has been involved with developing the attractive three fold brochures for each of the new or renovated branches, which gives information to the communities about the individual branches. She said CNL participated in the celebration for the expanded hours which has been enthusiastically welcomed by the community. She said CNL is staying actively involved in each new BLIP project in various ways. She said each CNL member within their own communities help to communicate library issues. She said each member also uses their community contacts to provide input to the library staff and administration. She said Deborah Doyle is a member of CNL and they are proud of her election to the California Library Assembly. She said Miriam Pavis, a long time CNL member was one of last year's Unsung Heroes. She said something that the CNL has learned at this meeting is that they should be working with the Teen Council as well.

Public Comment

Peter Warfield said the report was very interesting and he hopes that the CNL appreciates the role that other members of the public had in urging the library to add more hours especially on Sundays.

Commission Discussion

Commissioner Bautista said the Commission appreciates CNL's work.

Vice-President Coulter said CNL is an important part of the library family and the Commission appreciates all the work that the members put in.

AGENDA ITEM NO. 7 PROJECT READ

Luis Herrera, City Librarian, said that SFPL was one of the first to have one of these types of programs and they are now considered an integral part of library services in California's libraries.

Kathy Lawhun, Chief of Main, said that Randy Weaver, who manages the program, was appointed President of the Literacy Services Section of the California Library Association (CLA) at their conference this weekend. She said Brian Castagne, one of the staff members of Project Read, also presented a program about their computer lab at the conference. She said she heard several people say how helpful the program was. She said Randy and Brian also presented another program about blogging for tutors to share their ideas.

Randy Weaver said Project Read's Mission is to provide basic instruction in reading and writing, enabling adults to access greater opportunities in their lives. He gave a brief history of the program and explained the community need for the program. He talked about the importance of community partners and listed many of partners involved with the program. He said that Project Read provides an environment for learning. He reported on the community support for the program and said that volunteers contributed 11,231 hours to help adult learners reach their personal goals. He said based on the U.S. Department of Labor's value of one hour of volunteer time at $18.77, that means the donated time of volunteers was worth over $210,000. He explained the general goals of participants and those who met the goals they had set. He also read some quotes from people who had participated in the program expressing their gratitude and sharing thoughts on how the program had affected their lives.

Public Comment

An anonymous citizen said this is a wonderful program. He said this program did not originate with universal acclaim. He said the original program taught the tutors only because it is hard to get people to admit that they cannot read. He said the program has evolved overtime. He said nobody thought at that time that illiteracy in our society would be an even greater problem now than it was then.

Ellen Egbert, Bernal Heights, said that the tutors try to let the learners direct their learning. She said her learner last week wanted to read the voters pamphlet. She said she sat down with her learner to read the Ballot Simplification Committee's Digest words that were used included simple majority, regulations, requirements, donations, etc., she said she was so proud that her learner breezed through it.

Peter Warfield said it was certainly an education and interesting report. He said it can be rewarding and educational to those who are doing the teaching as well as the learning. He said he would be interested to see more exact statistics about the measurement of accomplishments or skills.

Commission Discussion

Commissioner Bautista said she attended the graduation last year and she was so impressed by the quality and dedication of the people involved with Project Read.

Vice President Coulter said that he has always admired Project Read and that he has attended a number of the graduation ceremonies. He said two things impressed him at the meeting today, one was that there are only 45,000 teenagers in San Francisco, which seemed low to him, and that there are 90,000 people with low literacy. He thanked staff for their work and said Project Read is an excellent program.

Commissioner Kane left the meeting at 6:20 pm.

AGENDA ITEM NO. 8 FOCUS ON; CHINESE CENTER AT THE MAIN LIBRARY

Kathy Lawhun said that the Chinese Center is part of the International Center on the third floor of the Main Library. She said Doris Tseng has been the librarian since the opening of the Main library. She said one of her strengths is outreach and that resulted in her being able to attend the Beijing Book Fair in August. She said a former cultural consul of the Chinese Consulate in San Francisco who now works at the Ministry of Culture in Beijing helped Doris arrange her trip. Doris bought books for the whole library system. She said the library is sending other Chinese librarians to the Hong Kong and Taipei Book Fairs this year.

Vice-President Coulter left the meeting at 6:25 pm. Commissioner Chin took over as Chair of the meeting.

Doris Tseng showed photographs of the Chinese Center on the Third Floor Main Library. She said the Chinese Center provides a window into Chinese culture. She said in 1996 the Chinese Community donated $500,000 to build this center. She said the collection includes reference books in English and Chinese. She said the Center is well-used by the general public, college students, school teachers and researchers. She said the center has many programs and exhibitions. She said the Center

offers computer classes in Chinese. She told about the community outreach for the Center and mentioned several upcoming programs for next year. She said goals for the Center are to expand the collection, update the brochure and do more outreach. She showed a 2-minute YouTube Video. She thanked Richard Le from Project Read for producing the video.

Public Comment

An anonymous citizen said this was a very nice report and nice graphics and wouldn't it be wonderful if private citizens had the same access to electronic presentations. He said the reason for the gift from the Shanghai Library is that San Francisco has a Sister City Relationship with Shanghai. He said a major part of that relationship was the exchanging of books and cultural materials with Shanghai.

Peter Warfield said it was a most interesting report and he appreciates it being a separate agenda item. He said that the best search engine is a librarian and there is hardly a time when he speaks with a librarian that he does not learn something new and/or useful. He said from what he saw on the YouTube Video he did not see any people or staff so for the next version of the video it might be nice to show people using the Center.

Commission Discussion

Commissioner Bautista said it was an excellent report.

Commissioner Chin said she is aware that there is so much material available and she wishes the staff well on continuing to expand the collection.

AGENDA ITEM NO. 9 LABOR UNION REPORT

The labor union report was given under public comment.

AGENDA ITEM NO. 9 NEW BUSINESS

Commissioner Chin said that because the Commission was about to lose a quorum New Business would be continued to the next meeting.

AGENDA ITEM NO. 11 ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Gomez, to adjourn the regular meeting of Thursday, November 1, 2007

ACTION: AYES: 4-0 (Bautista, Chin, Gomez, and Munson).

The regular meeting of November 1, 2007, of the San Francisco Public Library Commission adjourned at 6:38 p.m.

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

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Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
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Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of November 1, 2007

(As approved at the regular meeting of Thursday, December 6, 2007)

Vice-President Coulter called the meeting to order at 4:35 pm

Commissioners present: Bautista, Chin, Coulter, and Munson.

President Higueras was excused.

Commissioners Kane arrived at 4:39 pm.

Commissioners Gomez arrived at 4:40 pm.

Vice-President Coulter changed the order of the agenda requesting that Item No. 5 (Friends of the Library Report) be heard prior to Item No. 2 with the rest of the agenda items to follow.

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said he has been looking at the materials supporting Prop D very carefully. He said a vote for Prop D means that the public wants to pay for the chairs in the libraries and does not want to be grateful to any corporate sponsors or any others who make donations to the Friends and Foundation (Friends). He said if you look back to the campaign of 1988 it is very clear that Mr. Herrera and the Friends are now running on the anonymous citizen's vision, with just one problem, it is all lies. He said this is a closer election than you would all like to admit. He said the choice is between the ones who believe you on the one hand and those that recognize that almost everything is a lie.

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early of the existing measure and it is a substitution with new language. He said there have been many misrepresentations and one has been that this measure will guarantee that existing levels of service in various categories are assured. He said that is simply not true.

Anne Wintroub, Friends of the Library, said thank you to the Commissioners and staff for the recent roll out of the expanded hours.

Cathy Bremer, said she would like to give the Labor Union Report, listed on the agenda as Item No. 9, since she had to leave the meeting early. She said that the labor union is very excited about the upcoming election and about a new day for the library. She also said the expanded hours process was very well implemented.

AGENDA ITEM NO. 5 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends of the San Francisco Public Library, said there is a lot to be thankful for this month. She said that the Yes on D campaign has gone spectacularly well and regardless of the outcome, it has been a magnificent effort by thousands of people and she is sure we will be celebrating next Tuesday. She said Deborah Doyle, a member of the Friends staff has been elected to the California Library Association (CLA) Assembly, the body which sets policy for the CLA. She said it is quite an honor and one she deserves. She said the Richmond Branch neighborhood library campaign has gotten half way to their goal of $1 million and they are working to raise money for both the Richmond and Anza branches. She said that the Ingleside and Bernal Heights calendars are for sale through the Friends offices in addition to the store upstairs in the Main Library. She said Friends will be kicking off their "Works in Progress" series in November. She said on December 6 Michael Krasny host of KQED's Forum will be speaking at the Friends office. She said she was happy to report that Friends had been given an award from ALTA, the Association for Library Trustees and Advocates, a Division of the American Library Association (ALA). She said it is the 2007 Major Benefactors Honor Award in recognition of major benefaction to the bond program for the renovation to branch libraries in San Francisco. She asked the Friends' Board members and staff present in the audience to come forward for a photograph with the Commission. She also thanked Commissioner Bautista for her support in obtaining this award.

Public Comment

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Commission Discussion

Commissioner Bautista congratulated the Friends for their outstanding contribution. She said as far as we know the Friends have the highest contribution to any library in the United States so we are very grateful that they are awarded this outstanding honor on a National level.

Vice President Coulter said it is wonderful working with the Friends and wanted to offer his congratulations.

Luis Herrera, City Librarian added his congratulations to the Friends as well especially to the leadership of Donna Bero and her staff

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF OCTOBER 4, 2007

Public Comment

An anonymous citizen said he is gratified with the minutes and said they are pretty good minutes.

Peter Warfield said it is nice to have good minutes. He said under Item No. 3 City Librarian's Report last line on page 4 it said "He said there are still problems with cataloging." He said since he made specific remarks about the problems with cataloging that his remarks should have had more specificity.

Motion: By Commissioner Chin, seconded by Commissioner Bautista to approve the minutes of the regular meeting of October 4, 2007.

Action: AYES 6-0: (Bautista, Chin, Coulter, Gomez, Kane and Munson)

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES OF OCTOBER 18, 2007

Public Comment

An anonymous citizen said it is timely and appropriate to have the minutes from the preceding meeting on the agenda for approval. He said these minutes are pretty good. He said on the bottom of page 4 President Higueras' comments are not represented accurately regarding the Glen Park branch.

Peter Warfield said regarding the previously adopted minutes that when he makes comments regarding something like the cataloging he has done research on that issue and would appreciate if it is recorded accurately. He said there is a good example of clarity of minutes on his remarks on page 2 regarding approval of the minutes of September 20.

Motion: By Commissioner Bautista, seconded by Commissioner Gomez to approve the minutes of the regular meeting on October 18, 2007.

Action: AYES 6-0 (Bautista, Chin, Coulter, Gomez, Kane and Munson).

AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, said that he would like to begin the report with an update on Supporting Successful Teens.

Toni Bernardi, Chief Office of Children and Youth Services, introduced Jennifer Collins, who manages our operations and programs that directly serve our young people from the ages of 13-18. She said there is some overlap with the project with the school district, but this report is broader in scope.

Jennifer Collins, Teen Services Specialist, gave an update on the Supporting Successful Teens Program. She said an additional $400,000 has been provided for books for the program. She said that the types of books include books for tweens, test preparation, school assigned classics, biographies, graphic novels and Chinese and Spanish language enhancements. She explained staff training and programs for teens.

Harry Jackson, a member of the Main Library Teen Council, said that the Council gives opinions and ideas as to how to improve the libraries for teens. He said he would like to see more funding for teen programs and he said libraries are good.

Jennifer Collins, said the Teen Council has been visiting renovated libraries and evaluating the teen spaces in those branches. She said they provide SAT prep workshops, print booklists, partner and collaborate with different organizations, and provide class visits and receive feedback and evaluations from those school visits.

Luis Herrera, City Librarian, announced that Kathy Lawhun, Chief of Main, was recently appointed to a national council called the Depository Library Council, sponsored by the United States Government Printing Office. This Council provides advice and input in terms of U.S. Government publications throughout 1200 libraries throughout the country. He also wanted to congratulate Kathy on this appointment.

Kathy Lawhun, Chief of Main, gave an update on her first visit to Washington, D.C. in this role. She said she was appointed as a representative from the Public Library Association, which is part of the American Library Association. She said she was very happy to be appointed because they had not had a public librarian or a Californian on the Council for a number of years. She said the San Francisco Public Library (SFPL) has been a Depository since 1889. She said she started her career with SFPL 25 years ago as a Documents Librarian. She said one of the things the Council is grappling with is the paperless society and how to make electronic versions of documents available to the public. She said she looks forward to the next three years of participating on the Council.

Luis Herrera, City Librarian, said that on Saturday, October 13, there was a training session for volunteers to learn how to collect photographs and material for Shades LGBTQI. On Sunday October 14, at the Eureka Valley branch 28 volunteers assisted over 55 donors with the program. He said the San Francisco Chronicle had two great articles about the program.

Marcia Schneider, Chief of Communications, Collections and Adult Services, gave the highlights on programs and events for November. She explained two upcoming exhibitions; Who We Are: Essays and Photographs by Students at San Quentin State Prison, November 10 – January 20, 2008; and Hand Bookbinders of California: 35th Anniversary Exhibition. November 1 – December 31, 2007. She said literary programs include Gail Tsukiyama, Greg Mortensen, Al Young and Sonia Nazario. She said upcoming programs include ITVS Community Cinema: An Unreasonable Man and the 19th annual Unsung Hero Awards. She also said that the One City One Book program with Lalita Tademy was very successful and reminded everyone it is not too late to read the book.

Public Comment

An anonymous citizen said it is important to identify donors to the Friends and Foundation, but anonymity in a private citizen speaking before the Commission should be respected. He said he was disappointed that there was not a report on the implementation of Sunday hours, but you can't really call them Sunday hours. He said he loved the graphics on the presentation and wouldn't it be nice if members of the public had the same opportunity for presentations.

Bradford Jackson said he lives really close to the library and likes to come and take advantage of the resources the library has available for teens. He said he likes to go to the teen center and participate in the teen programs. He said he would like to see an expanded teen center where more teens can come and hang out.

Sandra Chin said she has been a patron of the library since she was 3 or 4. She would go to the Mission branch with her mother every week. When she became a teenager she said she was very disappointed in the area allotted for the teen section. She said the Children's section is very large and funding is important for teen sections. She said programming and events are very important for teens and she would like to see better advertising of these programs and events to encourage more teens to attend.

Peter Warfield said these reports are interesting and he wishes that they were on the agenda as separate items to allow for more public comment. He said it was good to hear the Teen Librarian say that books are for enjoyment. He said he did miss on the lists for teens a mention of the classics or nonfiction. He said the report on the Depository Advisory Council was very interesting and the grappling with the paperless society was very interesting. He said there are some serious issues with the

archival nature of some electronic formats. He was glad to hear about the highlights for November programming and that it includes lots of book programs and for that he is very glad.

Commission Discussion

Commissioner Gomez said congratulations to the teen staff person and that it was great to hear the report. She said she was happy to hear about Lalita Tademy and the One City One Book program.

Commissioner Bautista said it would be nice to hear more from the teens on other programs that they would like to see. She said it would be nice to add space to the teen sections and it would be nice to expand the different languages offered in the teen sections.

Commissioner Chin asked the teens several questions about what they thought would improve the teen sections.

Bradford Jackson said it is a good place to meet new people, read books together, and find out about other people's schools. He said a bigger area with more books and better selection.

Sandra Chin said technology does have an effect on teens reading but the most important part is expanding the selection, and adding more graphic novels, etc. She said getting more information out to the schools would certainly help promote the summer reading program and other programs.

AGENDA ITEM NO. 6 COUNCIL OF NEIGHBORHOOD LIBRARIES (CNL) REPORT

Marcia Popper, Presidio Branch representative to CNL gave an update on CNL activities. She said CNL was involved with the Glen Park branch opening. She said CNL has been involved with developing the attractive three fold brochures for each of the new or renovated branches, which gives information to the communities about the individual branches. She said CNL participated in the celebration for the expanded hours which has been enthusiastically welcomed by the community. She said CNL is staying actively involved in each new BLIP project in various ways. She said each CNL member within their own communities help to communicate library issues. She said each member also uses their community contacts to provide input to the library staff and administration. She said Deborah Doyle is a member of CNL and they are proud of her election to the California Library Assembly. She said Miriam Pavis, a long time CNL member was one of last year's Unsung Heroes. She said something that the CNL has learned at this meeting is that they should be working with the Teen Council as well.

Public Comment

Peter Warfield said the report was very interesting and he hopes that the CNL appreciates the role that other members of the public had in urging the library to add more hours especially on Sundays.

Commission Discussion

Commissioner Bautista said the Commission appreciates CNL's work.

Vice-President Coulter said CNL is an important part of the library family and the Commission appreciates all the work that the members put in.

AGENDA ITEM NO. 7 PROJECT READ

Luis Herrera, City Librarian, said that SFPL was one of the first to have one of these types of programs and they are now considered an integral part of library services in California's libraries.

Kathy Lawhun, Chief of Main, said that Randy Weaver, who manages the program, was appointed President of the Literacy Services Section of the California Library Association (CLA) at their conference this weekend. She said Brian Castagne, one of the staff members of Project Read, also presented a program about their computer lab at the conference. She said she heard several people say how helpful the program was. She said Randy and Brian also presented another program about blogging for tutors to share their ideas.

Randy Weaver said Project Read's Mission is to provide basic instruction in reading and writing, enabling adults to access greater opportunities in their lives. He gave a brief history of the program and explained the community need for the program. He talked about the importance of community partners and listed many of partners involved with the program. He said that Project Read provides an environment for learning. He reported on the community support for the program and said that volunteers contributed 11,231 hours to help adult learners reach their personal goals. He said based on the U.S. Department of Labor's value of one hour of volunteer time at $18.77, that means the donated time of volunteers was worth over $210,000. He explained the general goals of participants and those who met the goals they had set. He also read some quotes from people who had participated in the program expressing their gratitude and sharing thoughts on how the program had affected their lives.

Public Comment

An anonymous citizen said this is a wonderful program. He said this program did not originate with universal acclaim. He said the original program taught the tutors only because it is hard to get people to admit that they cannot read. He said the program has evolved overtime. He said nobody thought at that time that illiteracy in our society would be an even greater problem now than it was then.

Ellen Egbert, Bernal Heights, said that the tutors try to let the learners direct their learning. She said her learner last week wanted to read the voters pamphlet. She said she sat down with her learner to read the Ballot Simplification Committee's Digest words that were used included simple majority, regulations, requirements, donations, etc., she said she was so proud that her learner breezed through it.

Peter Warfield said it was certainly an education and interesting report. He said it can be rewarding and educational to those who are doing the teaching as well as the learning. He said he would be interested to see more exact statistics about the measurement of accomplishments or skills.

Commission Discussion

Commissioner Bautista said she attended the graduation last year and she was so impressed by the quality and dedication of the people involved with Project Read.

Vice President Coulter said that he has always admired Project Read and that he has attended a number of the graduation ceremonies. He said two things impressed him at the meeting today, one was that there are only 45,000 teenagers in San Francisco, which seemed low to him, and that there are 90,000 people with low literacy. He thanked staff for their work and said Project Read is an excellent program.

Commissioner Kane left the meeting at 6:20 pm.

AGENDA ITEM NO. 8 FOCUS ON; CHINESE CENTER AT THE MAIN LIBRARY

Kathy Lawhun said that the Chinese Center is part of the International Center on the third floor of the Main Library. She said Doris Tseng has been the librarian since the opening of the Main library. She said one of her strengths is outreach and that resulted in her being able to attend the Beijing Book Fair in August. She said a former cultural consul of the Chinese Consulate in San Francisco who now works at the Ministry of Culture in Beijing helped Doris arrange her trip. Doris bought books for the whole library system. She said the library is sending other Chinese librarians to the Hong Kong and Taipei Book Fairs this year.

Vice-President Coulter left the meeting at 6:25 pm. Commissioner Chin took over as Chair of the meeting.

Doris Tseng showed photographs of the Chinese Center on the Third Floor Main Library. She said the Chinese Center provides a window into Chinese culture. She said in 1996 the Chinese Community donated $500,000 to build this center. She said the collection includes reference books in English and Chinese. She said the Center is well-used by the general public, college students, school teachers and researchers. She said the center has many programs and exhibitions. She said the Center

offers computer classes in Chinese. She told about the community outreach for the Center and mentioned several upcoming programs for next year. She said goals for the Center are to expand the collection, update the brochure and do more outreach. She showed a 2-minute YouTube Video. She thanked Richard Le from Project Read for producing the video.

Public Comment

An anonymous citizen said this was a very nice report and nice graphics and wouldn't it be wonderful if private citizens had the same access to electronic presentations. He said the reason for the gift from the Shanghai Library is that San Francisco has a Sister City Relationship with Shanghai. He said a major part of that relationship was the exchanging of books and cultural materials with Shanghai.

Peter Warfield said it was a most interesting report and he appreciates it being a separate agenda item. He said that the best search engine is a librarian and there is hardly a time when he speaks with a librarian that he does not learn something new and/or useful. He said from what he saw on the YouTube Video he did not see any people or staff so for the next version of the video it might be nice to show people using the Center.

Commission Discussion

Commissioner Bautista said it was an excellent report.

Commissioner Chin said she is aware that there is so much material available and she wishes the staff well on continuing to expand the collection.

AGENDA ITEM NO. 9 LABOR UNION REPORT

The labor union report was given under public comment.

AGENDA ITEM NO. 9 NEW BUSINESS

Commissioner Chin said that because the Commission was about to lose a quorum New Business would be continued to the next meeting.

AGENDA ITEM NO. 11 ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Gomez, to adjourn the regular meeting of Thursday, November 1, 2007

ACTION: AYES: 4-0 (Bautista, Chin, Gomez, and Munson).

The regular meeting of November 1, 2007, of the San Francisco Public Library Commission adjourned at 6:38 p.m.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, November 15, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.) This report will consist of an *informational presentation*: none; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports*: none.
Explanatory documents: Current Budget Report; Library Commission Schedule Report; and 2000 BLIP Quarterly Report, Third Quarter 2007.

3. BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) BUDGET REVIEW **ACTION**
(Presentation, discussion and possible action to approve the transfer of funds from the General Fund to the BLIP reserve and transfer surplus funds from completed projects to the Ingleside and Western Addition projects.) Explanatory documents: City Librarian Memo to the Library Commission dated 11/9/07.

4. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration).

5. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 11/9/07

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during,

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

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Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

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There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of November 15, 2007

The San Francisco Public Library Commission held a regular meeting on Thursday, November 15, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:34 pm

Commissioners present: Bautista, Coulter, Kane and Munson.

President Higueras and Commissioner Gomez were excused.

Commissioner Chin arrived at 4:46 pm

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said he wanted to congratulate the Commission on the passage of Prop. D. He said he had predicted that it would be shockingly close and in fact it was shockingly lopsided. He said the campaign was carried by a committee that was heavily financed. He said the Friends and Foundation spent something like $5.66 per vote and that is a substantial expenditure. He said the brochures were all about more services for people, more books and more hours and not a whisper about privatization. He said the only issue left is that of corruption.

Marian Chatfield-Taylor from Friends of the San Francisco Public Library said congratulations was due to all on the passage of Prop D. She said she checked the vote count before she came to the meeting and it was at 74.7%, which makes her very proud and pleased. She said Prop D got more votes than any other proposition on the ballot.

Mona Zhao said she grew up going to the library from the age of 7 for school related needs and to obtain knowledge. She said she noticed that many branches are being renovated, which is great, but she said that the teen services and materials are still inadequate.

Jennifer Zhang said she has been very active with Teen Scene and the library and said there is a limited amount of space for teens. She said she is a senior in high school and will be off to college next year so she

hopes that more teenagers will get involved with Teen Scene and join the Teen Advisory Council.

Kristen Fong said she believes the Library needs more funding for teenagers. She said there are not enough books, computers and resources to cater to the many teens who visit the library. She said there are not enough resources such as personal homework tutors and many teens resort to the streets instead of the library. She said the library should have more money available for teen services and collections.

Mona Zhao said availability for the existing resources is sometimes low because some materials are vandalized and damaged. She said she has favorite Chinese authors whose books are not available and additional funding would make a big impact on people's lives.

Jennifer Zhang said she uses a lot of resources from the library and said it is easy to reserve books, but when there are long reading lists the reserve list is very long as well, so that makes it difficult for students.

Kristen Fong said she would like to see more computers in the branch libraries. She said at the Chinatown branch there are only two computers and she said sometimes she just gives up at the library and goes to an internet café.

Mona Zhao said that she thinks the teen spaces are small and that they should be limited to teens only since many adults use that space.

Commissioner Chin entered the meeting.

Luis Herrera, City Librarian said that the library has increased funding for teen services the last couple of years. He said he welcomes feedback from the teens and he is concerned about the perception that we don't have enough resources and materials for teens so he said he will definitely look into it.

Jill Bourne, Deputy City Librarian said that there is a procedure for certain areas where there are signs on the tables that say this section is primarily for teens. She said the Branch Library Improvement Program is trying to address the need for additional teen space.

Peter Warfield said thank you to the teens who just spoke. He said this library is one of the richest in its category of service. He said it is the third library in rank for spending per capita among libraries serving 500,000 or more. He said the teen materials ought to have ample funding. He said the passing of Prop D will allow all of the growth in funds to the library to be used for bond repayment if the Library Commission, Board of Supervisors and Mayor were to approve it. He said the Prop D campaign was a campaign of ferocious misrepresentation that avoided the very radical changes that are being made to the Library Preservation Fund. He said the campaign in support of Prop D spent more money than was spent on any other measure pro or con.

AGENDA ITEM NO. 2 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly reports which include the budget, schedule, active projects, construction and community outreach. She said the Budget Report includes the Baseline Budget, which is the budget the Commission approved in October, 2001 and the budget approved in June, 2007. She said the schedule report is a summary level report that is broken down by project in alphabetical order and that she had added a red horizontal line to show the current date. She said the active projects are in color and the completed projects are not. She said each project has the original schedule, the last approved schedule and the forecast. She said the budget information is also included in the report. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She gave the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs of Noe Valley, Western Addition and Portola which are currently in construction. She gave the Community Outreach report and said there would be a Community meeting at the Parkside Branch on December 15 at 2:00 pm.

Public Comment

An anonymous citizen said the addition of the red line on the schedule report was very helpful.

Peter Warfield said he was interested in the metal shelving with some ends made of wood in some cases replacing wooden shelving and he was wondering how that decision was made regarding the furniture. He asked if the shelving was funded by the library or if that portion is funded by the Friends. He said in our homes we usually use nice furniture to hold our books. He said metal shelving at home would usually be used for tools in a garage.

Melissa Riley, West Portal Branch, said she had forwarded an article about sustainable building of libraries and she said this would be applicable to the projects the library currently has in process.

Commission Discussion

Luis Herrera, City Librarian, said that determining the type of shelving includes seismic safety issues, costs, and architectural integrity.

Brian Bannon, Chief of Branches, said that metal shelving is an industry standard for libraries. He said perimeter shelving is maintained when it is a historic feature. He said metal shelving allows much more flexibility so that you can change the heights. He confirmed that the library staff

determines what types of fixtures are needed for the branches and that the Friends pay for them.

Jill Bourne, Deputy City Librarian, said the library is concerned about sustainability and green buildings. She said the library has been meeting with DPW and the Bureau of Architecture to determine how to achieve sustainability through the remainder of the Branch Library Improvement Program.

Commissioner Kane said he appreciated the improved forms and reports. He had several questions regarding the schedule.

Marilyn Thompson said the Quarterly report was through September. She said the Forecast Schedule is not one approved by the Commission but is forecasted by the staff.

Commissioner Kane said in the future if there is a change of more than three months in the forecast schedule he would like to see why there is a change and what is causing the delay. He specifically asked about the bids on the Potrero branch.

Luis Herrera, City Librarian, said that the Potrero branch will be at least a four month delay because it will need to go out for rebid. He said he agreed with Commissioner Kane that when there is more than a three month delay there should be a separate report on the reason for the delay in the forecast schedule.

Commissioner Kane asked about the effect of schedule delays on the budget and would like a report back on that as well.

Luis Herrera, City Librarian said there will be an increase to the budget on the Potrero branch and when the amount is determined this will be brought back to the Commission for action. He said the Noe Valley branch will be opening approximately March, 2008. He said the Bayview branch will come back to the Commission for a full discussion.

Commissioner Munson said he supports Commissioner Kane's request for more information.

Luis Herrera, City Librarian, said in March the Commission increased funding for several projects pending strategies that we had adopted for that additional funding. He said the pending strategies are more real by virtue on the passage of Prop D.

Commissioner Bautista suggested that all of the projects that are already completed should be on a different page on the report.

Vice President Coulter asked if part of the problem with the Potrero branch bids was with the subcontractors. He asked if outreach was being done to subcontractors as well.

Marilyn Thompson said this is a citywide problem with bidders on projects. She said the lower number of bids there are usually the higher the amount of the bids. She said there is outreach being done to both subcontractors and general subcontractors.

Luis Herrera, City Librarian said the communication and dialogue with the Department of Public Works (DPW) continues and has improved.

AGENDA ITEM NO. 3 BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) BUDGET REVIEW

Luis Herrera, City Librarian, outlined the recommended action to Commission regarding the BLIP budget review.

Marilyn Thompson said this is to approve the transfer of funds from the General Fund to the BLIP Reserve and to transfer surplus funds from completed projects to Ingleside and Western Addition projects.

Public Comment

An anonymous citizen said the discussion on the previous item along with this item has been one of the most interesting and candid discussions by the Commission in a very long time. He said the issue of having a forecast schedule different from the approved schedule continues to be a problem. He said the ambiguity of the expenditures themselves becomes very dramatic. He said the $2M being transferred from the General Fund are really Library Preservation Funds. He said how you summarize all of this gets a little complicated. He asked with this transfer where does that leave the Library's regular budget reserve.

Peter Warfield said thank you to the Commissioners for their previous discussion on the Bond Manager's report. He said that it appears that $1M of the $2M fund will be transferred to a program reserve for shelving. He said there appears to have been an increase in the so-called furniture reserve from $15M to $16M in June, 2007. So he said it seems there already is a $16M furniture reserve and he is at a loss as to what that is for. He said his understanding was that the Friends would be paying for those items so he asked if those funds were there in case the Friends had problems with their funding.

Commission Discussion

Commissioner Kane requested confirmation that this $2M had already been budgeted and that no services would be taken away by this.

Luis Herrera, City Librarian said this has been approved through the budget process by the Commission and the Board of Supervisors. He said that the $16M commitment from the Friends is still there and that this money for furniture and equipment is for shelving costs. He said shelving costs have increased as part of construction and the library wants to

make sure we are covered. If the entire amount is not used, funds will be brought back to the General Reserve.

Jill Bourne, Deputy City Librarian responded to a question from Commissioner Bautista and said the Friends pay for ergonomic furniture for staff and the furniture for the public.

Motion: By Commissioner Munson, seconded by Commissioner Chin to approve the action recommended by the City Librarian to: 1) Transfer $2M from the General Fund portion of the Library Preservations Fund to the BLIP as approved in the FY 2007/2008 budget. Of this amount $1M is designated for shelving costs reserve; 2) Transfer surplus funds from completed projects to specified active projects returning the remainder of the BLIP as follows: a) Excelsior, $61,207; b) Mission Bay, $149,195; c) Support Services, $78,764 for a total of $289,166; 3) Increase the Ingleside project budget by $53,000; 4) Increase the Western Addition project budget by $73,000; and 5) Increase the Program Reserve by an additional $163,166. This action will increase the BLIP reserve by $1,163,166 bringing the reserve total to $3,190,484.

Action: AYES 5-0: (Bautista, Chin, Coulter, Kane, and Munson)

AGENDA ITEM NO. 4 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 5 ADJOURNMENT

MOTION: by Bautista, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, November 15, 2007.

Public Comment

There was no public comment on this item.

ACTION: AYES: 5-0. (Bautista, Chin, Coulter, Kane and Munson).

The regular meeting of November 15, 2007, of the San Francisco Public Library Commission adjourned at 5:46 pm

Sue Blackman
Commission Secretary

Please note: These are draft minutes subject to revision by the Public Library Commission. Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of

records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

San Francisco Public Library Commission
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of November 15, 2007

(As amended and approved at the regular meeting on December 6, 2007)

The San Francisco Public Library Commission held a regular meeting on Thursday, November 15, 2007, in the Koret Auditorium, Main Library.

Vice President Coulter called the meeting to order at 4:34 pm

Commissioners present: Bautista, Coulter, Kane and Munson.

President Higueras and Commissioner Gomez were excused.

Commissioner Chin arrived at 4:46 pm

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said he wanted to congratulate the Commission on the passage of Prop. D. He said he had predicted that it would be shockingly close and in fact it was shockingly lopsided. He said the campaign was carried by a committee that was heavily financed. He said the Friends and Foundation spent something like $5.66 per vote and that is a substantial expenditure. He said the brochures were all about more services for people, more books and more hours and not a whisper about privatization. He said the only issue left is that of corruption.

Marian Chatfield-Taylor from Friends of the San Francisco Public Library said congratulations was due to all on the passage of Prop D. She said she checked the vote count before she came to the meeting and it was at 74.7%, which makes her very proud and pleased. She said Prop D got more votes than any other proposition on the ballot.

Mona Zhao said she grew up going to the library from the age of 7 for school related needs and to obtain knowledge. She said she noticed that many branches are being renovated, which is great, but she said that the teen services and materials are still inadequate.

Jennifer Zhang said she has been very active with Teen Scene and the library and said there is a limited amount of space for teens. She said she is a senior in high school and will be off to college next year so she

hopes that more teenagers will get involved with Teen Scene and join the Teen Advisory Council.

Kristen Fong said she believes the Library needs more funding for teenagers. She said there are not enough books, computers and resources to cater to the many teens who visit the library. She said there are not enough resources such as personal homework tutors and many teens resort to the streets instead of the library. She said the library should have more money available for teen services and collections.

Mona Zhao said availability for the existing resources is sometimes low because some materials are vandalized and damaged. She said she has favorite Chinese authors whose books are not available and additional funding would make a big impact on people's lives.

Jennifer Zhang said she uses a lot of resources from the library and said it is easy to reserve books, but when there are long reading lists the reserve list is very long as well, so that makes it difficult for students.

Kristen Fong said she would like to see more computers in the branch libraries. She said at the Chinatown branch there are only two computers and she said sometimes she just gives up at the library and goes to an internet café.

Mona Zhao said that she thinks the teen spaces are small and that they should be limited to teens only since many adults use that space.

Commissioner Chin entered the meeting.

Luis Herrera, City Librarian said that the library has increased funding for teen services the last couple of years. He said he welcomes feedback from the teens and he is concerned about the perception that we don't have enough resources and materials for teens so he said he will definitely look into it.

Jill Bourne, Deputy City Librarian said that there is a procedure for certain areas where there are signs on the tables that say this section is primarily for teens. She said the Branch Library Improvement Program is trying to address the need for additional teen space.

Peter Warfield said thank you to the teens who just spoke. He said this library is one of the richest in its category of service. He said it is the third library in rank for spending per capita among libraries serving 500,000 or more. He said the teen materials ought to have ample funding. He said the passing of Prop D will allow all of the growth in funds to the library to be used for bond repayment if the Library Commission, Board of Supervisors and Mayor were to approve it. He said the Prop D campaign was a campaign of ferocious misrepresentation that avoided the very radical changes that are being made to the Library Preservation Fund. He said the campaign in support of Prop D spent more money than was

spent on any other measure pro or con as of the required reporting date of October 20, 2007.

AGENDA ITEM NO. 2 BOND PROGRAM MANAGER'S REPORT

Marilyn Thompson, Bond Program Manager, said that there were no informational or special reports. She gave the regular monthly reports which include the budget, schedule, active projects, construction and community outreach. She said the Budget Report includes the Baseline Budget, which is the budget the Commission approved in October, 2001 and the budget approved in June, 2007. She said the schedule report is a summary level report that is broken down by project in alphabetical order and that she had added a red horizontal line to show the current date. She said the active projects are in color and the completed projects are not. She said each project has the original schedule, the last approved schedule and the forecast. She said the budget information is also included in the report. She said fully funded projects will be completed by the year 2010 and the remaining projects will be completed by the year 2011 pending additional funding. She gave the Active Projects Report including information on new construction and renovations; and the Construction Report. She showed photographs of Noe Valley, Western Addition and Portola which are currently in construction. She gave the Community Outreach report and said there would be a Community meeting at the Parkside Branch on December 15 at 2:00 pm.

Public Comment

An anonymous citizen said the addition of the red line on the schedule report was very helpful.

Peter Warfield said he was interested in the metal shelving with some ends made of wood in some cases replacing wooden shelving and he was wondering how that decision was made regarding the furniture. He asked if the shelving was funded by the library or if that portion is funded by the Friends. He said in our homes we usually use nice furniture to hold our books. He said metal shelving at home would usually be used for tools in a garage.

Melissa Riley, West Portal Branch, said she had forwarded an article about sustainable building of libraries and she said this would be applicable to the projects the library currently has in process.

Commission Discussion

Luis Herrera, City Librarian, said that determining the type of shelving includes seismic safety issues, costs, and architectural integrity.

Brian Bannon, Chief of Branches, said that metal shelving is an industry standard for libraries. He said perimeter shelving is maintained when it is

a historic feature. He said metal shelving allows much more flexibility so that you can change the heights. He confirmed that the library staff determines what types of fixtures are needed for the branches and that the Friends pay for them.

Jill Bourne, Deputy City Librarian, said the library is concerned about sustainability and green buildings. She said the library has been meeting with DPW and the Bureau of Architecture to determine how to achieve sustainability through the remainder of the Branch Library Improvement Program.

Commissioner Kane said he appreciated the improved forms and reports. He had several questions regarding the schedule.

Marilyn Thompson said the Quarterly report was through September. She said the Forecast Schedule is not one approved by the Commission but is forecasted by the staff.

Commissioner Kane said in the future if there is a change of more than three months in the forecast schedule he would like to see why there is a change and what is causing the delay. He specifically asked about the bids on the Potrero branch.

Luis Herrera, City Librarian, said that the Potrero branch will be at least a four month delay because it will need to go out for rebid. He said he agreed with Commissioner Kane that when there is more than a three month delay there should be a separate report on the reason for the delay in the forecast schedule.

Commissioner Kane asked about the effect of schedule delays on the budget and would like a report back on that as well.

Luis Herrera, City Librarian said there will be an increase to the budget on the Potrero branch and when the amount is determined this will be brought back to the Commission for action. He said the Noe Valley branch will be opening approximately March, 2008. He said the Bayview branch will come back to the Commission for a full discussion.

Commissioner Munson said he supports Commissioner Kane's request for more information.

Luis Herrera, City Librarian, said in March the Commission increased funding for several projects pending strategies that we had adopted for that additional funding. He said the pending strategies are more real by virtue on the passage of Prop D.

Commissioner Bautista suggested that all of the projects that are already completed should be on a different page on the report.

Vice President Coulter asked if part of the problem with the Potrero branch bids was with the subcontractors. He asked if outreach was being done to subcontractors as well.

Marilyn Thompson said this is a citywide problem with bidders on projects. She said the lower number of bids there are usually the higher the amount of the bids. She said there is outreach being done to both subcontractors and general subcontractors.

Luis Herrera, City Librarian said the communication and dialogue with the Department of Public Works (DPW) continues and has improved.

AGENDA ITEM NO. 3 BRANCH LIBRARY IMPROVEMENT PROGRAM (BLIP) BUDGET REVIEW

Luis Herrera, City Librarian, outlined the recommended action to Commission regarding the BLIP budget review.

Marilyn Thompson said this is to approve the transfer of funds from the General Fund to the BLIP Reserve and to transfer surplus funds from completed projects to Ingleside and Western Addition projects.

Public Comment

An anonymous citizen said the discussion on the previous item along with this item has been one of the most interesting and candid discussions by the Commission in a very long time. He said the issue of having a forecast schedule different from the approved schedule continues to be a problem. He said the ambiguity of the expenditures themselves becomes very dramatic. He said the $2M being transferred from the General Fund are really Library Preservation Funds. He said how you summarize all of this gets a little complicated. He asked with this transfer where does that leave the Library's regular budget reserve.

Peter Warfield said thank you to the Commissioners for their previous discussion on the Bond Manager's report. He said that it appears that $1M of the $2M fund will be transferred to a program reserve for shelving. He said there appears to have been an increase in the so-called furniture reserve from $15M to $16M in June, 2007. So he said it seems there already is a $16M furniture reserve and he is at a loss as to what that is for. He said his understanding was that the Friends would be paying for those items so he asked if those funds were there in case the Friends had problems with their funding.

Commission Discussion

Commissioner Kane requested confirmation that this $2M had already been budgeted and that no services would be taken away by this.

Luis Herrera, City Librarian said this has been approved through the budget process by the Commission and the Board of Supervisors. He

said that the $16M commitment from the Friends is still there and that this money for furniture and equipment is for shelving costs. He said shelving costs have increased as part of construction and the library wants to make sure we are covered. If the entire amount is not used, funds will be brought back to the General Reserve.

Jill Bourne, Deputy City Librarian responded to a question from Commissioner Bautista and said the Friends pay for ergonomic furniture for staff and the furniture for the public.

Motion: By Commissioner Munson, seconded by Commissioner Chin to approve the action recommended by the City Librarian to: 1) Transfer $2M from the General Fund portion of the Library Preservations Fund to the BLIP as approved in the FY 2007/2008 budget. Of this amount $1M is designated for shelving costs reserve; 2) Transfer surplus funds from completed projects to specified active projects returning the remainder of the BLIP as follows: a) Excelsior, $61,207; b) Mission Bay, $149,195; c) Support Services, $78,764 for a total of $289,166; 3) Increase the Ingleside project budget by $53,000; 4) Increase the Western Addition project budget by $73,000; and 5) Increase the Program Reserve by an additional $163,166. This action will increase the BLIP reserve by $1,163,166 bringing the reserve total to $3,190,484.

Action: AYES 5-0: (Bautista, Chin, Coulter, Kane, and Munson)

AGENDA ITEM NO. 4 NEW BUSINESS

There was no new business.

AGENDA ITEM NO. 5 ADJOURNMENT

MOTION: by Bautista, seconded by Commissioner Munson, to adjourn the regular meeting of Thursday, November 15, 2007.

Public Comment

There was no public comment on this item.

ACTION: AYES: 5-0. (Bautista, Chin, Coulter, Kane and Munson).

The regular meeting of November 15, 2007, of the San Francisco Public Library Commission adjourned at 5:46 pm

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, December 6, 2007**
TIME: **4:30 PM**
PLACE: **Koret Auditorium, Main Library, lower level**

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
(Presentation, discussion and possible action to approve the minutes of the regular meeting of November 1, 2007.)
Explanatory document: draft minutes.

3. APPROVAL OF THE MINUTES **ACTION**
(Presentation, discussion and possible action to approve the minutes of the regular meeting of November 15, 2007.)
Explanatory document: draft minutes.

4. CITY LIBRARIAN'S REPORT by Luis Herrera **DISCUSSION**
(This item is to allow the City Librarian to report on recent Library activities and make announcements.) The City Librarian will give updates on the following topics: Recognition of 2007 library retirees; Main Library first floor remodel; Implementation of recommendations in Controller's Branch Library Improvement Program (BLIP) Report; Bernal Heights and Potrero branch BLIP projects; and highlights on exhibitions and programs.

5. FRIENDS OF THE LIBRARY REPORT **DISCUSSION**
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities)

6. LIBRARY FINES AND FEES RESOLUTION **ACTION**
(Presentation, discussion and possible action to adopt resolution urging the Board of Supervisors to approve an ordinance amending the Library Fines and Fees Schedule.)
Explanatory documents: Legislative Digest, Draft Ordinance and Resolution

7. FISCAL YEAR 2008/09 LIBRARY BUDGET **DISCUSSION**
(Presentation and discussion of the FY 08/09 Budget process and priorities)
Explanatory document: FY 08/09 Budget Priorities

8. LABOR UNION REPORT **DISCUSSION**
(This item is to allow representatives of labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS **DISCUSSION**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. ADJOURNMENT (requires motion & public comment) **ACTION**

Sue Blackman Library Commission Secretary, 10/26/2007

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org/librarylocations/libcomm/2007agendas.htm.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Sue Blackman, Commission Secretary 03/29/07

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Mayor

Charles A. Higueras, A.I.A.
President

Steven A. Coulter
Vice President

Helen Marte Bautista
Lonnie K. Chin
Jewelle Gomez
Larry Kane
Lee Munson
Commissioners

Luis Herrera
City Librarian

Sue Blackman
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of December 6, 2007

(As amended and approved at the special meeting of January 3, 2008)

The San Francisco Public Library Commission held a regular meeting on Thursday, December 6, 2007, in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:32 pm

Commissioners present: Bautista, Coulter, and Munson.

Commissioner Gomez and Kane were excused.

Commissioners Chin arrived at 4:37 pm

AGENDA ITEM NO. 1 PUBLIC COMMENT

An anonymous citizen said that people have selective memories and he asked what we remember about the Library building. He said there had recently been a comparison between the San Francisco and Seattle libraries, which said in part that while Seattle's central library celebrates web technology as well as books, San Francisco's poorly designed Library, does neither. He said the library is really about the use and the people and the contempt for the public and users only goes so far. He said with the passage of Prop D there is plenty of opportunity to make people forget if you don't fulfill the promises made to the voters.

Peter Warfield said the Library might benefit from putting together a vertical file on the library and the building of the main library. He said there was an interesting meeting at the Citizens General Obligation Bond Oversight Committee (GOBOC), where the Controller's review of the Library was discussed. He said he spoke to one of the members after the meeting and was told that the Committee had some very serious concerns about the Library's Bond program and had not praised the library as had been represented by the library.

AGENDA ITEM NO. 2 APPROVAL OF THE MINUTES OF NOVEMBER 1, 2007

Public Comment

An anonymous citizen said these are pretty good minutes and he complimented the secretary for not abandoning pre-election minutes. He said under the approval of the minutes of October 18 his remarks were not clear when he said that President Higueras' remarks were not reflected accurately regarding the Glen Park branch. He said there should have been some specificity to those comments.

Peter Warfield said in some respects these minutes have good material and in other respects they sound like a bit of double talk. He said there are a lot of lengthy sentences without accurately describing what he had said at the meeting.

Motion: By Commissioner Bautista, seconded by Commissioner Coulter to approve the minutes of the regular meeting of November 1, 2007.

Action: AYES 5-0: (Bautista, Chin, Coulter, Higueras, and Munson)

AGENDA ITEM NO. 3 APPROVAL OF THE MINUTES OF NOVEMBER 15, 2007

Public Comment

An anonymous citizen said that he appreciates that these minutes are from the most recent meeting. He said since the minutes are better some of the public comments are more brief but some of the comments reflected in the minutes are still not complete.

Peter Warfield said these appear to be very good minutes. He thanked the Commission and secretary for including remarks by some of the teenagers who had spoken requesting more funding for the teen sections. He said he would like to have his comments on the bottom of page 2 where he said "the campaign in support of Prop D spent more money than was spent on any other measure pro or con" to add that he had said "as of the required reporting date of October 20, 2007."

Commission Discussion

Commissioner Kane suggested adding the language suggested by Mr. Warfield.

Motion: By Commissioner Bautista, seconded by Commissioner Coulter to approve the minutes of the regular meeting on November 15, 2007 as amended to add the words "as of the required reporting date of October 20, 2007" to the end of the remarks by Peter Warfield under public comment.

Action: AYES 5-0 (Bautista, Chin, Coulter, Higueras and Munson).

AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, recognized the 2006-2007 Library employee retirees: Joann Collins, Phyllis Chim, Deborah Johnson-Gartrell, James Cook, Gerard Neves, Lillie Gorham, Amelia Martin, David Lofting, Joan Goldman, Anne Hyatt, Elizabeth Cronbach, Eileen Wampole, Cooley Windsor, Joann Sutton, Estela Manila and Lee Sutton. He said two of the retirees were present; Eileen Wampole and Joan Goldman and he asked them to come forward to be recognized and receive a certificate of appreciation from the Commission.

Kathy Lawhun, Chief of Main, gave a preview and update of the First Floor Renovation. She said the borrower services desk opened in July. She said two Library Mate self-return kiosks have been added, she showed photographs of the sorting equipment, ergonomic carts, the information desk, the self-check kiosks, the A/V Center Desk and shelving, compact staff area, new door into browsing area, internet stations, new browsing shelves, and new information services work area. She said they are hoping to open on January 16, 2008 and invitations will be going out shortly.

Luis Herrera said that it has been a very complicated process and he wanted to thank staff. He said when completed, this will really enhance public service at the library.

Jill Bourne, Deputy City Librarian, and Edgar Lopez, Project Manager, Department of Public Works (DPW) gave an update on the status of the recommendations from the City Controller's Review.

Jill Bourne said that for recommendation number 1, the first draft of the MOU between the Library and DPW is scheduled to be completed this month and will be brought forward to the Commission in January.

Edgar Lopez said control measures and specific procedures are being added in response to recommendation number 2 and this will be included as part of the MOU. He said changes to the budget will be discussed with the Library before being approved by DPW. He said in response to recommendation number 3 DPW will be developing a standard cost escalation factor and will solicit feedback from the City's Capital Planning Committee. He said they will have one consultant who will be preparing all estimates for future library projects; they will use the same escalation rate for all projects; they will apply the escalation rate to the mid-point of construction; they will use the latest local unit construction (not a national average) and they will apply a sliding scale design contingency based on the phase of design.

Jill Bourne said that recommendation number 4 has already partially been implemented with changes to the Program Schedule submitted to the Commission and it will continue to be revised as needed. In addition, the departments are working to update the financial reports in order to

provide greater clarity and accessibility. She said that issues addressed in recommendation number 5 will be addressed in the MOU but there has been a financial oversight agreement that has been completed and will be an attachment to the MOU and will be brought before the Commission in January.

Edgar Lopez said that issues addressed in recommendation number 6 are being addressed by outreach to contractors and at trade levels and it is being approached more systematically throughout the city.

Luis Herrera said that the Bernal Heights project had received 5 bids. He said the low bidder did meet the target and we are past the bid protest period. He said we can anticipate closing the branch in late January or early February. He said there are ongoing discussions regarding the mural at the branch and he said that will come back to the Commission for review and discussion. He said the Potrero branch had received multiple bids, but it received minimal bids for the mechanical and it is going to be considerably over budget. He said they will be doing some value engineering to look at the design and the bids and they will ask the architect to go back and look at some cost efficiencies. He said this will be brought back to the Commission in January. He said this does mean there will be a potential delay of up to four months at Potrero.

Marcia Schneider, Chief of Communications, Collections and Adult Services, gave the highlights on some of the ongoing programs at the branches as well as at the Main Library. She also talked about ongoing book discussion groups. She said special upcoming exhibits include "The Making of a Masterpiece Picasso and Guernica" and "The Polar Express."

Public Comment

An anonymous citizen said the PowerPoint presentations are a part of the documentation of these meetings and should be attached. He also congratulated the library retirees. He said the report on the Controller's Branch Library Improvement Program (BLIP) report should have had documentation. He said there was a Citizens General Obligation Bond Oversight Committee (GOBOC) meeting this morning at which the library was discussed. He said he would have liked to have heard a report on that meeting.

Peter Warfield said with respect to the Controller's Audit he would like to see the Commissioners look into some of things that were part of the audit and have not been sufficiently reviewed and discussed. He said there is a new MOU being prepared but the question remains why senior staff did not know about the existence of an MOU until recently and why the MOU had never been followed. He congratulated the library retirees.

Sue Cauthen, Chair Library Citizens Advisory Committee (LCAC), said she was at the GOBOC meeting and said many interesting points were brought up regarding the Controller's review. She said there seems to be

more focus on both fiscal and communication issues and she thinks the Commission can be on top of those issues.

Commission Discussion

Commissioner Coulter said that it was a nice way to honor the library retirees. He said he is looking forward to seeing how the sorting equipment works. He said in terms of the remodel, it seems to be within the theme of the original building. He said he is always amazed with the programs and services and the shear depth of what the library is doing. He said he particularly likes the book reading clubs and he hopes we can keep up that spirit of love of reading.

Commissioner Bautista said she is amazed at the depth and breadth of the library's programs. She said this place is always alive and she thanked Roberto Lombardi for the Polar Express and she said it is important to bring joy to children. She said she is concerned about the Controller's review and knows that staff will work hard on the recommendations. She thanked and congratulated the library retirees.

Jill Bourne, Deputy City Librarian responded to questions from President Higueras about what is required in response to the Controller's review. She said the library would complete an MOU, which would address and respond to a number of the recommendations in the Review. She said that will be completed in January and brought back to the Commission at that time. She said the Controller had made a presentation to the GOBOC this morning and that GOBOC was very interested in having a presentation on the MOU after it has been completed.

President Higueras said the Commission solicited this review so it is in a sense the Commission's product. He said it is important that the Commission continue to follow through and monitor the work product on the recommendations. He also said how lucky we are to have the staff that we have and acknowledged the retirees and he hoped that we would continue that tradition of fine service.

Luis Herrera, City Librarian said that we are developing succession planning models and a leadership academy for training of future staff. He also said we do a lot of outreach to insure that we have a diverse and multi-cultural staff.

Commission Munson said he was very pleased with the Polar Express exhibit.

AGENDA ITEM NO. 5 FRIENDS OF THE LIBRARY REPORT

Donna Bero, Executive Director, Friends of the San Francisco Public Library (Friends), said thank you to Commissioner Bautista who handed her a check for the Friends and Foundation from the San Francisco Manila Sister City Committee for the Excelsior Library. She wanted to commend Jill Bourne and Edgar Lopez for their work on the MOU and

their response to the recommendations in the Controllers Review. She also wanted to thank everyone involved in the successful passage of Prop D. She said it received 105,032 votes in favor which is the largest number of votes for any issue on the ballot except for Kamala Harris who ran unopposed. She said in the last couple of weeks the Friends have received two separate pledges for $1 million each. She said both are anonymous and both have supported libraries for many years. She said they have also received a grant from the Stocker Foundation for $30,000 to support the Friends support of Summer Reading. She said this Foundation rarely gives money in California so this is an extremely large and generous grant from their foundation. She said the Neighborhood Library Campaign is beginning its fundraising for the Eureka Valley branch. She said book sales for the holidays have been very good. She said there are a couple of events coming up, one this evening with Michael Krasny and the program "Works in Progress" will continue on January 17. She said Laureates will be on April 18 so she hopes everyone will save that date.

Public Comment

An anonymous citizen said it would be a wonderful report if money mattered, but what is important is the institutional memory of how the money is obtained and spent.

Peter Warfield said what happened before is very important. He said research had not been done to find out why the Library Administration did not know that there was a previous MOU with DPW. He said Prop D did pass but 36,000 people did vote against it. He said there was a tremendous amount of money thrown into the Yes on D campaign, so he said that that kind of money certainly contributed to its passage. He said some of the programs mentioned sounded interesting.

Commission Discussion

Commissioner Munson said he is glad we are going to be looking at the next steps for the MOU.

Commissioner Bautista said the people in the city understood about all the work the Library has been doing and she is pleased that the neighborhoods went out to support Prop D and she was happy the Friends campaign was so successful.

Commissioner Chin said she was certainly glad that Prop D passed to upgrade our facilities and branches. She said there could be other organizations that could help support the library.

AGENDA ITEM NO. 6 LIBRARY FINES AND FEES RESOLUTION

Luis Herrera, City Librarian, said the action item before the Commission is to urge the Board of Supervisors to adopt an Ordinance amending the Administrative Code to amend the Library Fines and Fees Schedule. He

said the last time the Fines and Fees schedule was amended was in 2001 and he said there have been some changes in services and collections since then. He said for the most part the fees are the same. He said the changes include: authorizing the Library to collect fees for the scanning services in the History Center; authorizing the Library to collect fees for services associated with special uses of library meeting rooms such as furniture set-up and custodial services; authorizing the Library to collect fees for the replacement of lost or damaged materials as part of the Link+ program; and amending the existing fees for replacement of lost Library items, including sheet music/scores and lost audio books. He said the fees for lost "CD Jewel Cases" and Videocassette cases" would be eliminated and replaced with a $1.00 per item fee for lost "media cases."

Public Comment

An anonymous citizen said he was very disappointed in this being presented to the Commission already in a form to send on to the Board of Supervisors without more public input. For people who love the library and love that it is both open and equal to the public, this policy contains any number of land mines both positive and negative. He said it should be considered very carefully. He said he is glad it is acknowledged that the History Center has had this policy for scanning photographs for some time. He said there is confusion about the policy and the difference between scanning and copying. He said the Link+ lost item charge is a barrier and very dangerous.

Peter Warfield said we have the Grinch that Stole Christmas in the room. He said this is a very bad resolution and very bad legislation. He said the library in general provides "free and equal access." He said to charge $115 for a lost item obtained by Link+ and which the library has encouraged patrons to use through a prominent button on the catalog page as opposed to interlibrary loan, is very bad and very contrary to its practice with regard to its own materials. He said it violates the American Library Association's policy to provide services to poor people. He said apparently the $115 has been illegally charged since the implementation of this policy. He said the library has chosen not to follow the Link+ recommendation of charging $1 a day but charging the regular late fee of $.10 per day. He said all of the charges are questionable.

Sue Cauthen, Library Citizens Advisory Council (LCAC), said that Link+ is great but she would like to see some kind of notice to the public that indeed if they lose a book they would be liable for a high fine. She said there should be some outreach on this to make people become more diligent. She said the fees for the meeting rooms would be a problem for LCAC since they have to have their meetings recorded and they would hope the Commission would take that into consideration as well.

Commission Discussion

President Higueras asked several questions regarding the special meeting room fees and the scanning of documents fee.

Marcia Schneider, Chief of Communications, Collections and Adult Services, responded and said these fees are only for special needs and setup. She said the room is free and the setup is free, but if someone wants to serve food or beverages that might need extra custodial or a program needing an audio visual technician then there is a small fee, which is miniscule compared to what other institutions charge. She said this applies only to open hours. The Library does not do after hour events. She said all meetings held in the library must be open to the public as well. She said these fees have existed since this building opened, so this is simply a correction. She said we have a meeting room manager who works on her staff. She said the fees are charged through our finance department and go through the general revenue. She added that this same policy applied as well to all the branches.

Francesca Gessner, Deputy City Attorney, clarified that there would be no charge for use of the room, a fee would be charged only if custodial or technical assistance is required. She said that this could apply to both the Main and branch libraries.

Kathy Lawhun, Chief of Main, said that the fee for scanning items from the History Center is to scan items onto a disc so the fee is for supplies and labor. She said that commercial fees are slightly higher and that includes organizations like PBS, Disney, and ABC. She said that the Library also asks such organizations when using History Center materials in publications to indicate the SFPL as the source.

President Higueras asked about the charges for Link+. He said the $115 fee is a little troubling. He asked whether this imposition of a substantial fine was clear to the borrowers at the time that they made the request for materials through Link+.

Luis Herrera, City Librarian said he wanted to emphasize that this service is free the fee is only if the material is lost. He said the fines for overdue materials are nominal. He said that Link+ is a large network that includes delivery operations and specialized materials.

Vivian Pisano, Chief of Information Technology, said that the cap of the interlibrary fee for replacement is capped at $200. She said for Link+, it is a consortium of libraries that have agreed upon the one price of $115 for the replacement of lost material. She said the literature shows the replacement fee, staff informs the patron of the fee and on the book itself it shows the replacement fee.

President Higueras asked if there was a way to make the fee more clear to the patron at the time the request is made online, similar to the prompts that occur online before an order is processed.

Jill Bourne, Deputy City Librarian, suggested that adding a popup window, when people go to Link+ that would provide them with this information.

Luis Herrera, City Librarian, said that we do need more public outreach on this so that people who do use the service are fully aware of the possible fee.

President Higueras said he would like to see something very succinct that informs the patron of what the fee is because it is not the same fines schedule as set for the library. He said he would like the Resolution to reflect that.

Commissioner Coulter said that same point should apply to lost sheet music or other items that might be outside of the norm of what is normally charged by the library.

Luis Herrera, City Librarian, said that the library would look at ways to make the noticing of these fees more prominent.

President Higueras said he would like to see this brought back before the Commission before acting on this resolution.

The Commission continued the item to a future meeting.

The Commission recessed at 6:37 pm. and President Higueras left the meeting.

The Commission reconvened at 6:46 pm by Vice-President Coulter who served as acting President for the duration of the meeting.

AGENDA ITEM NO. 7 FISCAL YEAR 2008/2009 LIBRARY BUDGET

Luis Herrera, City Librarian, said this will be an opportunity to walk through some of the budget categories that we have established and get feedback from the Commission.

Maureen Singleton, Budget Manager, gave the report on the 2008-2009 budget process and priorities. She explained the timeline and said submission of a preliminary budget will be before the Commission on January 17, 2008. She said the Commission's final budget approval will be scheduled for February 7. She said the Mayor's proposed budget will be introduced to the Board of Supervisors on June 2 with budget approval at the full Board in July. She explained the budget climate for San Francisco and said there is an estimated General Fund Shortfall of $229 million. She said the State's estimated budget shortfall is $10 billion for FY08-09 and that minor changes in Federal funding is anticipated. She explained the Mayor's Budget Instructions to both General Fund and Non-General Fund Departments.

Luis Herrera said that there is a hiring freeze for nonessential services and that the library may be affected by that. He said the budget priorities are customer service which includes bookmobile services, teens, green libraries, partnership for achievement, lifelong access and SF Violence Prevention Plan.

Jill Bourne, Deputy City Librarian, said that Collections is another budget priority and that includes international languages, opening day collections, every child read to read initiative, teens and virtual library.

Luis Herrera said another priority is Public Safety and Security and that includes branch security needs and the partnership with the San Francisco Homeless Outreach Task Force (SFHOT).

Jill Bourne said that Public Technology is another priority and that includes new catalog interface, increasing access to public computers, virtual library and online services and website redesign.

Luis Herrera said Resource and Asset Management is also a priority. He said this includes facilities improvement and the Branch Library Improvement Program (BLIP), ongoing maintenance at all facilities and sustainable building and maintenance practices. He said that Staff Development is a priority and that will include enhanced orientation and staff training programs and a leadership academy.

Public Comment

An anonymous citizen said this is a nice overview with very little specificity. He said this department has been treated in some ways as a general fund department and in some ways not. So he asked how the City's general fund issues will affect the library. He said this is a wonderful set of budget priorities and very ambitious. He said that he hopes we can realize them all.

Peter Warfield said that books and hours is what Prop E required and now that Prop D has been passed and there is no longer a priority on books and hours it seems that the new priorities are being implemented immediately. He said he would like to see books and hours very prominently featured throughout. He would like to see more specificity to the collections priority. He said interlibrary loan in certain respects is a vastly superior service to Link+. He said he would like to know how much money is included for staff development.

Commission Discussion

Commissioner Munson said this is a good start with the concepts and priorities. He said he is sure the growth in hours and collections will be prominently displayed in the budget.

Commissioner Chin had a question about the Mayor's estimates for shortfalls.

Luis Herrera, City Librarian, said the shortfalls are a message to all departments beyond this year. He said the Library needs to make good on provision of services. He said with the passage of Prop D the Library does not need to make the 13% cutbacks that other strictly general fund departments have to make.

Commissioner Bautista is happy that Prop D passed and that we can continue with the BLIP and adding to our collections. She said she is very hopeful and optimistic.

Vice-President Coulter said he too was grateful to the Friends and others for helping to get Prop D passed.

Commissioner Bautista is concerned about our security and would like to make sure we have a budget to cover that.

AGENDA ITEM NO. 8 LABOR UNION REPORT

There was no labor union report.

AGENDA ITEM NO. 9 NEW BUSINESS

Commissioner Bautista said she would like to revisit the teen centers, specifically the Chinatown and Mission branches and other branches that are already completed.

Luis Herrera, City Librarian, said that over the last several years the library has made substantial increases to the teen services and we will continue to have a conversation with the teen advisory council to see areas we can improve.

Public Comment

An anonymous citizen said he is confused about the issue under new business and from his perspective it is important to have discussions about adult services as well. He said it is a mixed set of priorities and objectives.

Peter Warfield thanked Commissioner Bautista for making her suggestion and would encourage the Commission to follow up on this. He said there would be a value to look at what is perceived by the teens to be inadequacies in the collection and that should be at the top of the library's priority list.

AGENDA ITEM NO. 10. ADJOURNMENT

Public Comment

There was no public comment on this item.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, to adjourn the regular meeting of Thursday, December 6, 2007

ACTION: AYES: 4-0 (Bautista, Chin, Coulter, and Munson).

The regular meeting of December 6, 2007, of the San Francisco Public Library Commission adjourned at 7:18 p.m.

Sue Blackman
Commission Secretary

Please note: Copies of commission minutes and handouts are available in the office of the secretary of the San Francisco Public Library Commission, 6th floor, Main Library, 100 Larkin Street, San Francisco, CA 94102-4733.

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website http://sfpl.org. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).

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San Francisco Public Library

SPECIAL NOTICE

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THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION SCHEDULED FOR

THURSDAY, DECEMBER 20, 2007

HAS BEEN

CANCELLED

THE NEXT MEETING OF THE LIBRARY COMMISSION IS A SPECIAL MEETING SCHEDULED FOR THURSDAY, JANUARY 3, 2008

POSTED, December 13, 2007
Sue Blackman, Commission Secretary, 415.557.4233

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